



# BVP Receipt Creation Checklist

U.S. Department of Justice  
Office of Justice Programs  
Bulletproof Vest Partnership

**NOTE:** For a detailed walkthrough of creating and submitting receipts and payment requests, consult the “BVP Receipts and Payment Requests Guide” on the BVP program resources page:

<http://ojp.gov/bvpbasi/bvpprogramresources.htm>.

## Checklist for creating a receipt:

1. Go to the BVP homepage: <http://www.ojp.gov/bvpbasi/> and select **Login** in the left menu.
2. Select the **Manage Receipts** link under **Section 3: Payment** in the left menu.
3. Select the **Create New Receipt** button.
4. Review the information that appears above the Receipt Header form as it details which receipts are eligible for reporting.
5. Enter the name of the distributor from whom you purchased the vest(s). The system will generate a list of the distributors that match the title you have entered.
6. Select the name of the distributor from the list that appears.  
**NOTE:** If the distributor you purchased the vest(s) from does not appear in the list, select the **Add Vendor** link in the Distributor row. Complete the ‘Add Vendor’ form, select the **Add Vendor and Continue** button.
7. If the tax and shipping & handling costs were incurred, enter the dollar amount in the corresponding field. The tax and shipping & handling costs cannot exceed 15% of the unit price multiplied by the number of vests. This amount does not represent the total receipt value.
8. Select the date on which your jurisdiction ordered the vests by clicking within the **Date Ordered** field and selecting the date of the order from the pop-up calendar box that appears.
9. If you are entering the receipt information manually, leave the box for **Importing File** unchecked.  
**NOTE:** If you are importing a CSV file with your receipt line items, please see the “Checklist to Create a New Receipt by Importing a CSV File.”
10. Select the **Create Receipt** button.  
**NOTE:** For more detail on creating your receipt header, receipt line items, or vest assignments, consult the BVP Receipts and Payment Requests Guide, pages 5 – 16.
11. Add the receipt line items:
  - a. Select **Add Item** in the Receipt Line Items header.
  - b. Begin typing the name of the vest manufacturer into the **Manufacturer** field and select the appropriate name from the list generated by the system.
  - c. Begin typing the name of the vest model into the **Model** field and select the name of the model from the list.
  - d. Enter the exact price per unit for the vest model you are adding, select **Save**.
  - e. Repeat steps 11a-11d to add additional line items.
12. When you have finished adding the receipt line items, add the vest assignments:
  - a. Select the **+** icon next to the model number, and select **Edit Vest Assignment**.
  - b. Select **Add** and enter the serial number, officer name, and received date for the new vest assignment.
  - c. Select **Save**.

You have completed the process for creating a receipt. Please go to the “BVP Payment Request Checklist” in order to follow the steps for submitting the Payment Request for this receipt.