



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION

Reimbursement Request Form Instructions for State Agencies

This form should be used to request reimbursement for the purchase of those items that have been pre-approved by the Arkansas CARES Act Steering Committee (see attached list). Included in the list are items that allow state agencies to respond directly to the public health emergency by addressing medical or public health needs. Reimbursement is only allowed for those items purchased beginning March 1, 2020 through December 30, 2020.

Instructions for completing the form:

1. Provide your Business Area Number, Agency Name and Date of Request
2. Date of Purchase on the invoice - Purchases prior to March 1, 2020 or after December 30, 2020 are not eligible for reimbursement
3. Invoice Number and Name of Vendor Paid
4. Product Description – list the items from the invoice that are eligible for reimbursement
5. General Ledger (GL) Code – provide the general ledger code used to pay the invoice in AASIS
6. Cost Center – provide the cost center used to pay the invoice in AASIS
7. WBS Element/Internal Order – provide this coding if your agency uses this structure to capture costs
8. Amount – request amount to be reimbursed including tax
9. Certification of Other Funding – reimbursement from CARES act funding should only be requested after the agency has explored all other available funding sources
10. Authorized Signatures – if reimbursement is being requested by a Division, the Cabinet Secretary's signature is required
11. Documentation – signed copies of packing slips, paid invoices and copies of canceled checks must be submitted along with the signed form (*you do not need to send copies of state warrants*)
12. Documentation may be scanned and emailed to OAS.CARES@dfa.arkansas.gov
13. Documentation may also be mailed/messenger mailed to:
Arkansas Department of Finance and Administration
Office of Administrative Services
CARES Act Reimbursement
1515 W. 7th Street, Suite 700
Little Rock, AR 72201
14. Once the request has been verified and approved for reimbursement by DFA, funding will be transferred to your agency. Appropriation will be transferred if needed upon ALC approval.

The following is a list of examples that **are not eligible** for reimbursement using CARES Act funding:

1. Expenses for the State share of Medicaid
2. Damages covered by Insurance
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by State to State unemployment funds
5. Reimbursement to donors for donated items or services
6. Workforce bonuses other than hazard pay or overtime
7. Severance pay
8. Legal Settlements