



# BVP Payment Request 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 and submitting a request for payment:

1. Select the **Manage Receipts** link under **Section 3: Payment** in the left menu.
2. If the receipts you want to request payment for are listed in the “Current Receipts” section, go to step 5. Otherwise, create the receipt(s):
  - a. Select the **Create New Receipt** button.
  - b. Complete the receipt header, receipt line item, and vest assignment information. For assistance creating your receipt header, receipt line item, or vest assignment, consult the BVP Receipt Creation Checklist. For more detailed instructions, review the BVP Receipts and Payment Requests Guide, pages 5 – 16.
  - c. Repeat steps 2a and 2b until you have created all the receipts for which you want to request payment.
3. Select the **Payment Request** link under **Section 3: Payment** in the left menu.
4. If the payment requests you want to submit are listed in the “Payment Requests” section, go to step 6. Otherwise, select the **Create** button.
5. Select the receipts to include in the payment request and confirm the receipt drawdown information. For assistance creating your payment request, consult the BVP Receipts and Payment Requests Guide, pages 21 – 24 for Law Enforcement Agencies or pages 27 – 30 for Jurisdictions.
6. Select the check box to the left of each payment request you wish to submit to your jurisdiction (for Law Enforcement Agencies) or to the Bureau of Justice Assistance (BJA) (for Jurisdictions), and select the **Submit** button.
7. Verify you selected the correct payment requests and select the **Confirm** button.
8. Provide the requested information, read and accept the appropriate certifications BVP presents to complete the payment request submission process. For assistance submitting your payment request, consult the BVP Receipts and Payment Requests Guide, pages 34 – 40 for Law Enforcement Agencies or pages 44 – 56 for Jurisdictions.

You have completed the payment request submission process. For Law Enforcement Agencies, your Jurisdiction will review your payment request and either submit the request to BJA for consideration or deny the request. For Jurisdictions, BJA will review the payment request and either process the request for payment, place the request on hold for additional review, or deny the request.

**NOTE:** If a payment request is denied, the receipts return to the Jurisdiction or Law Enforcement Agency that created the receipts for editing and submission with a new payment request.