



# ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION

## Reimbursement Request Form Instructions for State Agencies

### ARPA Funding

This form should be used to request reimbursement for the purchase of those items that have been pre-approved by the Arkansas ARPA 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 3, 2021 through December 31, 2024.

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 3, 2021 or after December 31, 2024 (unless obligated by this date then December 31, 2026) are not eligible for reimbursement
3. Invoice Number and Name of Vendor Paid
4. AASIS Invoice Number and Warrant Number
5. Product Description – list the items from the invoice that are eligible for reimbursement
6. General Ledger (GL) Code – provide the general ledger code used to pay the invoice in AASIS
7. Cost Center – provide the cost center used to pay the invoice in AASIS
8. WBS Element/Internal Order – provide this coding if your agency uses this structure to capture costs
9. Amount – request amount to be reimbursed including tax
10. Certification of Other Funding – reimbursement from ARPA funding should only be requested after the agency has explored all other available funding sources
11. Authorized Signatures – if reimbursement is being requested by a Division, the Cabinet Secretary's signature is required
12. 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*)
13. ARPA Documentation Form – completed spreadsheet identify ARPA Expenditure Category along with required programmatic data if applicable.<sup>1</sup>
14. Documentation may be scanned and emailed to [OAS\\_ARPA@dfa.arkansas.gov](mailto:OAS_ARPA@dfa.arkansas.gov)
15. Documentation may also be mailed/messenger mailed to:  
Arkansas Department of Finance and Administration  
Office of Administrative Services  
ARPA Reimbursement  
1515 W. 7<sup>th</sup> Street, Suite 700  
Little Rock, AR 72201
16. 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 ARPA 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 ARPA of contributions by State to State unemployment funds

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<sup>1</sup> [Recipient Compliance and Reporting Responsibilities | U.S. Department of the Treasury](#)

5. Reimbursement to donors for donated items or services
6. Workforce bonuses other than hazard pay or overtime
7. Severance pay
8. Legal Settlements
9. States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue due to a change in law from March 3, 2021 through the last day of the fiscal year in which the funds provided have been spent.
10. No recipient may use this funding to make a deposit to a pension fund.