

Quality Initiative Fair for School Readiness Programs

Procedure for Submitting Acknowledgement/Verification of Materials Received

- On March 23rd or 24th you attended the Quality Initiative Fair and ordered materials/furniture to enhance the learning environment of your program.
- Once you receive your order, [click here](#) to download the Acknowledgement Form from the ELC Portal.
- Print the Acknowledgement Form.
- When you receive your materials, use the order form provided to verify the items ordered.
- Sign the Acknowledgement Form on the appropriate signature line.
- Make sure to retain your original packing slips.
- Scan the signed Acknowledgement Form and a **legible** copy of any packing slips into **one** PDF document and email to: ELCReceipts@elcmdm.org

Please retain the original packing slips; if the scanned copy is not legible, we will request that you send in another copy.



Acknowledgement/Verification of Materials Received

Center/Family Child Care Home Name:	
Street Address:	
City, State, and Zip Code	
Telephone Number:	
Fax Number:	

I _____ (Print Name), hereby acknowledge that I received all of the materials listed on the order form and further acknowledge that the merchandise has been inspected and is without defect. I have also emailed the Coalition all of the packing slips received as well as this acknowledgement form.

Provider's Name (Print): _____

Provider's Signature: _____

Position: _____

Date: _____

Important Note: If these documents are not returned along with the packing slips to the Coalition within seven (7) business days of delivery of the merchandise, the invoices will be sent directly to your center/home for payment. Thank you in advance for your cooperation and assistance.

Have you emailed the following documents, please check?

- Packing slips
- Acknowledgement/Verification of Merchandise Received Form

Please send the above documents to the following address:

ELCReceipts@elcmdm.org

Attn: Quality Initiatives



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