

**The City of New York**  
**Department of Citywide Administrative Services**

**Invoice Submission Instructions**

**FOR USE UNDER:**

**Nonpublic School Security Reimbursement Program**

**June 2024**

**Nonpublic School Security Reimbursement Program Invoice Instructions**

**INVOICE PAYMENT SCHEDULE**

All invoices are submitted on a quarterly basis per the promulgated rules, (regardless of the period shown on the security vendor invoices). The quarterly intervals and end dates are:

<u>Quarter #</u>	<u>Period Dates</u>	<u>Quarter Ends</u>
Quarter 1	Jul 1 - Sep 30	September 30
Quarter 2	Oct 1 - Dec 31	December 31
Quarter 3	Jan 1 - Mar 31	March 31
Quarter 4	Apr 1 - Jun 30	June 30

Required documents are:

- NPS Invoice Submission Form
- Certified Invoices from Security Guard Company
- Certified Payroll Reports from Security Guard Company
- Security Sign-in Register (Work Assignment Data)
- Proof of Payment from School to the Security Guard Company (i.e. Cancelled Check or Bank Statement showing ACH)
- Afterschool Activities Approval Form (Approved forms/emails)
- Certificate of Insurance, or Renewal Certificate(s) upon original policy expiration, from the Security Guard Company(ies) with the first invoice submission.

**INVOICE INFORMATION**

Invoices must be submitted quarterly as a consolidated Invoice via email to [Reimbursement4Schools@dcas.nyc.gov](mailto:Reimbursement4Schools@dcas.nyc.gov). Submit the NPS Invoice Submission Form along with all the necessary supporting documentation.

When submitting your invoice via email, please enter the following into the Subject Line:  
 [12 Digit Beds Code] [Fiscal Year] [Quarter]

Subject      123456789101 2024 Q4      ←



Note, incorrectly entering the Subject line may create delays in reimbursement.

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**Nonpublic School Security Reimbursement Program Invoice Instructions**

Attach all the supporting documentation to the email and Send.

Subject 123456789101 2024 Q4

 NPS Invoice Submission Form.pdf 206 KB	 Certified Payroll Reports.pdf 111 KB	 Proof of Payment.pdf 325 KB	 Invoices.pdf 2 MB	 Sign-in Registers.pdf 1 MB
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**DOCUMENTS**

1. All invoices must be submitted with the required documentation. Please refer to the link <https://www.nyc.gov/site/dcas/business/school-security-guards-accepted-schools.page> which contains a list of all required documents that must accompany invoices with your consolidated quarterly submission. Required documents are:
  - Certified Invoices from Security Guard Company
  - Certified Payroll Reports from Security Guard Company
  - Security Sign-in Register (Work Assignment Data)
  - Proof of Payment from School to the Security Guard Company (i.e. Cancelled Check or Bank Statement showing ACH)
  - School Sign-in Sheet (Kept at the School for Audit purposes)
  - Certificate of Insurance, or Renewal Certificate(s) upon original policy expiration, from the Security Guard Company(ies) with which a school has a contract.

Backup documents using the following naming conventions help facilitate our invoice review process:

- [school initials] Sec Invoice [Fiscal Year and Quarter] – ABC Sec Invoice FY24 Q1
- [school initials] Payroll Rpt [Fiscal Year and Quarter] - ABC Payroll Rpt FY24 Q1
- [school initials] Sign-In Reg [Fiscal Year and Quarter] - ABC Sign-In Reg FY24 Q1
- [school initials] Proof Pymt [Fiscal Year and Quarter] - ABC Proof Pymt FY24 Q1
- [school initials] After Sch Form [Fiscal Year and Quarter] - ABC After Sch Form FY24 Q1
- [school initials] Cert of Ins - OR - [school initials] Renewal Cert - ABC Cert of Ins

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**Nonpublic School Security Reimbursement Program Invoice Instructions**

**Email Confirmation**

After submitting the invoice via email, a confirmation email will be sent indicating either the invoice was submitted correctly or incorrectly.

**Please note:**

All documentation must:

- (1) Be signed by an authorized signatory, or their successor, identified in the application submitted by each school;
- (2) Include the School's Federal Taxpayer Identification Number; and
- (3) Include the full contract number associated with the School's registered Memorandum of Understanding (e.g. Contract #: CT1 856 2020[0000000])