

The City of New York
Department of Citywide Administrative Services

Invoice Submission Instructions

FOR USE UNDER:

Nonpublic School Security Reimbursement Program

August 2025

Nonpublic School Security Reimbursement Program Invoice Instructions

- 1 Navigate to <https://dcasinvoices.powerappsportals.us/>

- 2 Click Sign In

The DCAS NYC Invoice Submission App is a secure and efficient platform for submitting and managing invoices for various city services. This application allows users to:

- Submit new invoices for review and approval
- Track the status of submitted invoices
- Access historical invoice data
- Receive notifications about invoice status updates

New Users: To get started, sign up for an account. Once your account is created, you will receive a welcome email informing you that you do not yet have access. You will need to reach out to NPS for NPS access and DCAS for DCAS access.

Returning Users: If you have previously set up an account on the old system, please sign up again to validate your registered account on our new site. Use the email linked to your former account to access your previous settings. After completing this step, you will be able to log in directly on return visits.

The DCAS NYC Invoice Submission App is managed by the NYC Department of Citywide Administrative Services (DCAS).

A rectangular button with a black background and the text "Sign In" in white, centered within a light orange circular highlight.

Nonpublic School Security Reimbursement Program Invoice Instructions

- 3 Enter the username and password of your NYCID account to login.

Login

Log in using your NYC account

Email Address or Username *

Password *

[Login](#)

[Forgot Password](#) [Create Account](#) [Report a problem](#)

WARNING: This system and network belong to the City of New York and are intended solely for users and uses authorized by the City of New York. Unauthorized access or use is strictly prohibited. By using this system you expressly consent to the City of New York monitoring all use of this system, regardless of the purpose. If monitoring reveals possible evidence of criminal activity, damage to City property, or unauthorized use, the City of New York may provide that evidence to law enforcement or others. Systems and networks access logs may be subject to additional terms and policies.

Log in using one of these options

 Employees

 Google

 LinkedIn

 Microsoft

 Yahoo

- 4 Once you login, you will be able to update the profile information.

Profile



Profile name

Profile

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

Your information

What's New

[Next](#)
[Update](#)

Nonpublic School Security Reimbursement Program Invoice Instructions

5 Click Next button.

Your **Organization** and **Title** are optional. They will be displayed with your comment posts.

Your information

What's New

Next
Update

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6 Update your user information and click Update.

Your information

First Name *

DCAS

Last Name *

Testuser2

E-mail

dcastestuser2@gmail.com

Business Phone

Provide a telephone number

Organization Name

Title

Nickname

Web Site

Preferred Language

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7 Click "Home"

311

Search all NYC.gov websites

Home | Contact Us | Profile name

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

Your information

First Name *

DCAS

Last Name *

Testuser2

E-mail

dcastestuser2@gmail.com

Business Phone

Provide a telephone number

Organization Name

Title

8 First time users will need to be granted access. Please contact Reimbursement4Schools@dcas.nyc.gov if you are receiving this error message.

NYC

INVOICE SUBMISSION

NYC DCAS

Home

Invoice Submission Application

NYC

Invoice Submission Application

Warning:

Your email address does not match the NPS/DCAS account.

Access Invoice Processing System with a valid email address, or please contact Admins at [Contact Us](#) to get help.

The DCAS NYC Invoice Submission App is a secure and efficient platform for submitting and managing invoices for various users to:

- Submit new invoices for review and approval
- Track the status of submitted invoices
- Access historical invoice data
- Receive notifications about invoice status updates

New Users:

To get started, sign up for an account. Once your account is created, you will receive a welcome email informing you of the next steps. You will need to reach out to NPS for NPS access and DCAS for DCAS access.

Returning Users:

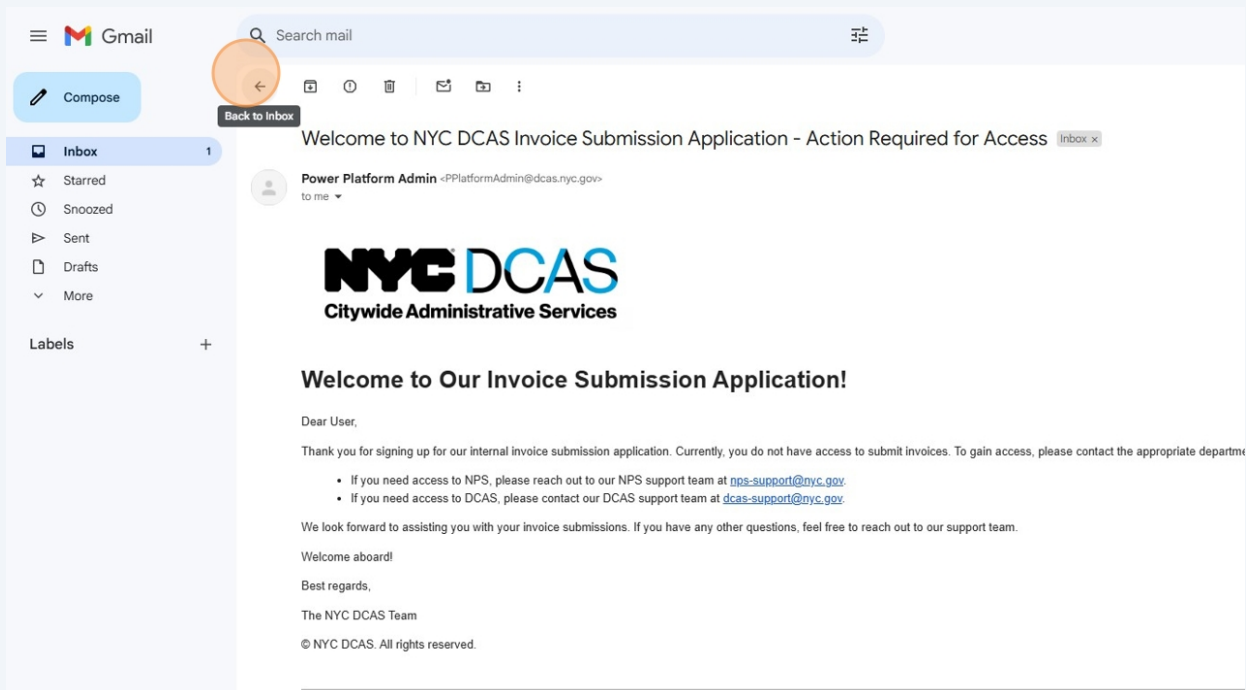
If you have previously set up an account on the old system, please sign up again to validate your registration. You will need to reach out to NPS for NPS access and DCAS for DCAS access. After completing this step, you will be able to log in to the system.

The DCAS NYC Invoice Submission App is managed by the NYC Department of Citywide Administrative Services (DCAS).

Nonpublic School Security Reimbursement Program Invoice Instructions

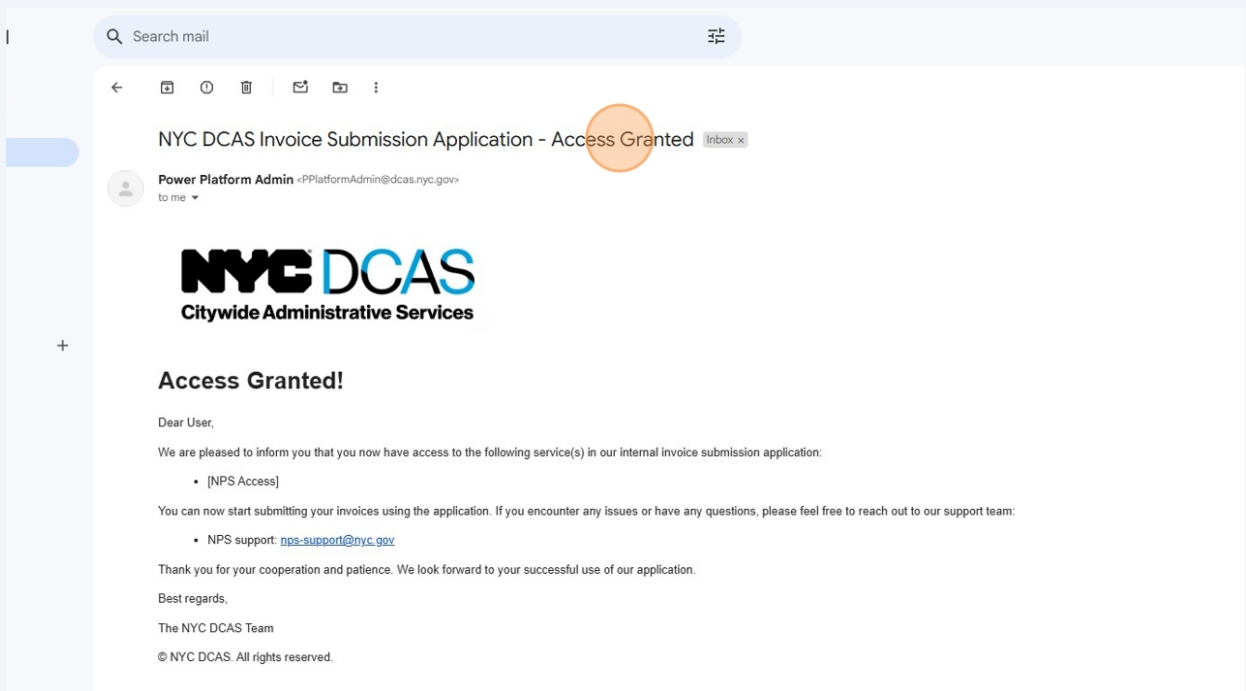
9

First time users will receive the following Welcome email.



10

Once the user is granted permission, you will receive the following email.



Nonpublic School Security Reimbursement Program Invoice Instructions

11 Go back to the portal and login.

The DCAS NYC Invoice Submission App is a secure and efficient platform for submitting and managing invoices for various city services. This application allows users to:

- Submit new invoices for review and approval
- Track the status of submitted invoices
- Access historical invoice data
- Receive notifications about invoice status updates

New Users: To get started, sign up for an account. Once your account is created, you will receive a welcome email informing you that you do not yet have access. You will need to reach out to NPS for NPS access and DCAS for DCAS access.

Returning Users: If you have previously set up an account on the old system, please sign up again to validate your registered account on our new site. Use the email linked to your former account to access your previous settings. After completing this step, you will be able to log in directly on return visits.

The DCAS NYC Invoice Submission App is managed by the NYC Department of Citywide Administrative Services (DCAS).

A dark blue rectangular button with the text "Sign In" in white, centered. An orange circle highlights the button.**12**

Login

Log in using your NYC account

Email Address or Username *

dcastestuser2@gmail.com

Password *

.....

Login

Log in using one of these options

NYC Employees

Google

LinkedIn

Microsoft

Yahoo

or

[Forgot Password](#)

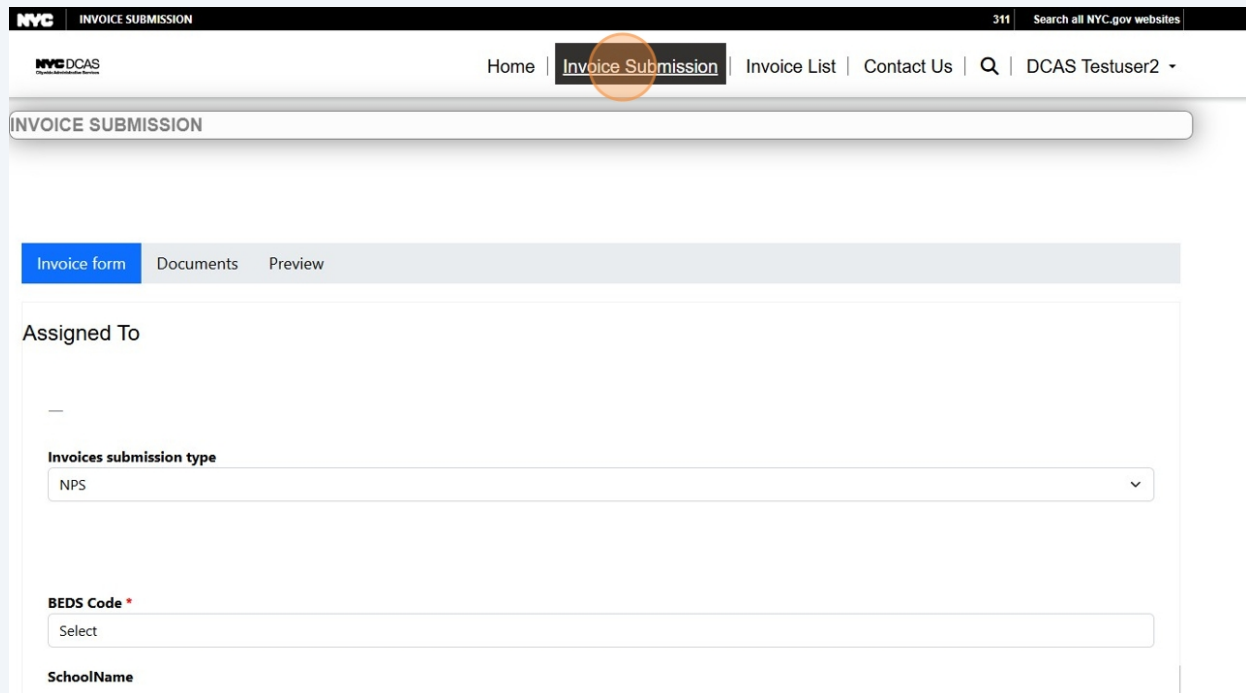
[Create Account](#)

[Report an Issue](#)

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Nonpublic School Security Reimbursement Program Invoice Instructions

13 Click Invoice Submission



NYC INVOICE SUBMISSION 311 Search all NYC.gov websites

NYC DCAS Home **Invoice Submission** Invoice List Contact Us Q DCAS Testuser2 ▾

INVOICE SUBMISSION

Invoice form Documents Preview

Assigned To

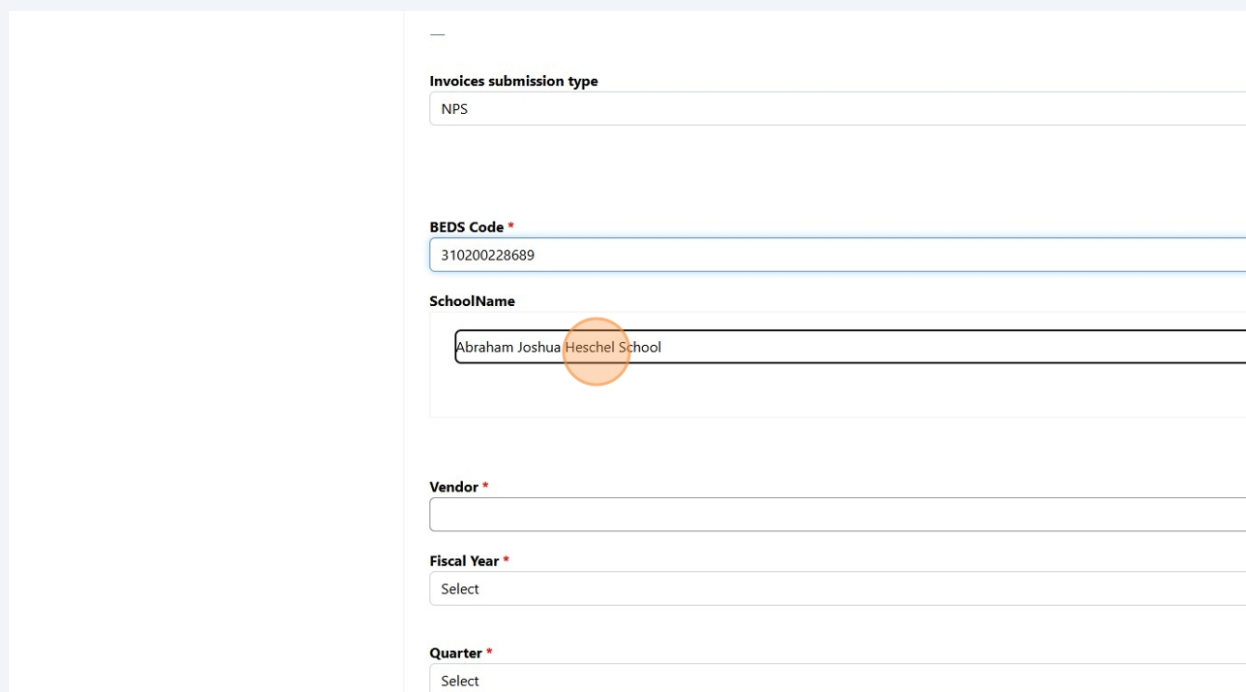
—

Invoices submission type
NPS ▾

BEDS Code *
Select

SchoolName

14 Select BEDS Code for the school.



—

Invoices submission type
NPS

BEDS Code *
310200228689

SchoolName
Abraham Joshua Heschel School

Vendor *
—

Fiscal Year *
Select

Quarter *
Select

Nonpublic School Security Reimbursement Program Invoice Instructions

15 Select the vendor.

BEDS Code *

310200228689

SchoolName

Abraham Joshua Heschel School

Vendor *

Fiscal Year *

Select

Quarter *

Select

Service Date From *

MM/DD/YYYY

Service Date To *

MM/DD/YYYY

16 Choose your security vendor from the Qualified Providers List.

Assigned To

Invoices submission type

NPS

BEDS Code *

310200228689

SchoolName

Abraham Joshua Heschel School

Vendor *

Fiscal Year *

Select

Lookup records

Search

Choose one record and click Select to continue

☒	Vendor Name ↑	Vendor Contact Name	Contact Phone	Contact Email	Vendor Address
☐	A&H Security Services, LLC	Micheal Garcia	718-292-3014 Ext: 119	Mgarcia@AandHsecurity.com	611 Jackson Avenue, Brooklyn 10455
☐	Admiral Security Services Inc	David Malefshy	646.835.0501	dave@admiralss.com	2253 3rd Avenue ste New York, 10035
☐	AJ Squared Security Inc.	Scott Lowell	516.223.0900	slowell@aj2s	110-20 Jan

<

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9

>

Select

C

Nonpublic School Security Reimbursement Program Invoice Instructions

17 Click Select

✓ Vendor Name ↑	Vendor Contact Name	Contact Phone	Contact Email	Vendor Address
☒ A&H Security Services, LLC	Micheal Garcia	718-292-3014 Ext: 119	Mgarcia@AandHsecurity.com	611 Jackson Avenue, Bronx NY 10455
☐ Admiral Security Services Inc	David Malefshy	646.835.0501	dave@admiralss.com	2253 3rd Avenue ste 230 New York, NY 10035
☐ AJ Squared Security Inc.	Scott Lowell	516.223.0900	slowell@aj2s	110-20 Jamaica

< 1 2 3 4 5 6 7 8 9 >

Select Cancel

18 Select the Fiscal Year and Quarter

Abraham Joshua Heschel School

Vendor *
A&H Security Services, LLC

Fiscal Year *
FY2025

Quarter *
Q1

Service Date From *
MM/DD/YYYY

Service Date To *
MM/DD/YYYY

Submitted

Regular Pay Hours *

Regular Pay Amount *

Overtime Pay Hours *

Overtime Pay Amount *

19 Select the Service Date From and To

20 Enter the Hours and Amount you are claiming for reimbursement.

10

Nonpublic School Security Reimbursement Program Invoice Instructions

21 Enter Comments if needed.

Overtime Pay Hours *		Overtime Pay Amount *	
10		100	
Total Invoice Hours		Total Invoice Amount	
110		1100	

Submitted By

First Name	Last Name	Email *
DCAS	Testuser2	dcast

Comments

[Next](#)

Directory of City Agencies
Contact NYC Government
City Employees

22 Click Next button.

Total Invoice Hours		Total Invoice Amount	
110		1100	

Submitted By

First Name	Last Name	Email *
DCAS	Testuser2	dcast

Comments

comment

[Next](#)

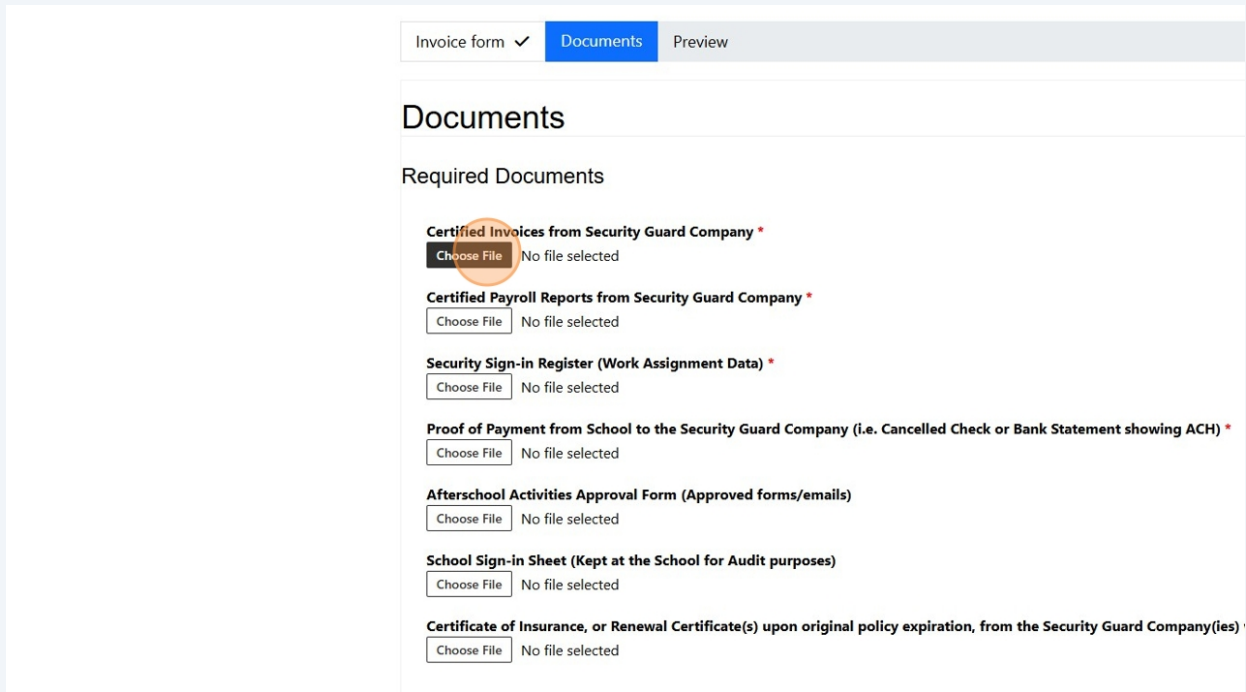
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Nonpublic School Security Reimbursement Program Invoice Instructions

23 Choose the files to upload.



Invoice form ✓ Documents Preview

Documents

Required Documents

Certified Invoices from Security Guard Company *
Choose File No file selected

Certified Payroll Reports from Security Guard Company *
Choose File No file selected

Security Sign-in Register (Work Assignment Data) *
Choose File No file selected

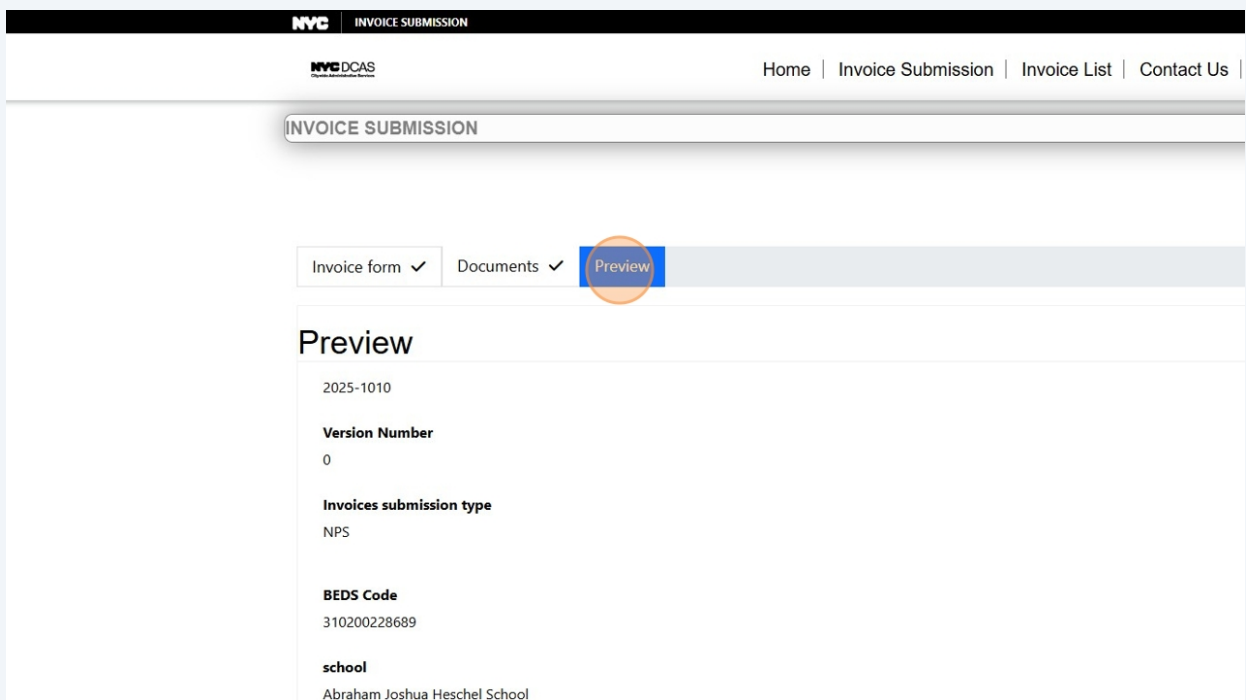
Proof of Payment from School to the Security Guard Company (i.e. Cancelled Check or Bank Statement showing ACH) *
Choose File No file selected

Afterschool Activities Approval Form (Approved forms/emails)
Choose File No file selected

School Sign-in Sheet (Kept at the School for Audit purposes)
Choose File No file selected

Certificate of Insurance, or Renewal Certificate(s) upon original policy expiration, from the Security Guard Company(ies)
Choose File No file selected

24 Click Next and Preview.



NYC INVOICE SUBMISSION

NYC DCAS Home | Invoice Submission | Invoice List | Contact Us |

INVOICE SUBMISSION

Invoice form ✓ Documents ✓ Preview

Preview

2025-1010

Version Number
0

Invoices submission type
NPS

BEDS Code
310200228689

school
Abraham Joshua Heschel School

Nonpublic School Security Reimbursement Program Invoice Instructions

25 Review the inputted information and Submit.

Choose File No file selected

School Sign-in Sheet (Kept at the School for Audit purposes)

Choose File No file selected

Certificate of Insurance, or Renewal Certificate(s) upon original policy expiration, from the Security Guard Company(ies)

Choose File No file selected

Comments

comment

Last Modified On
01/22/2025 11:37 PM

Previous Submit

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Maps

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Resident Toolkit

26 Read the Acknowledgement and check off the box to certify.

Afterschool Activities Approval Form (Approved forms/emails)

Choose File No file selected

School Sign-in Sheet (Kept at the School for Audit purposes)

Choose File No file selected

Certificate of Insurance, or Renewal Certificate(s) upon original policy expiration, from the Security Guard Company(ies) with which a school

Choose File No file selected

Comments

comment

Last Modified On
01/22/2025 11:37 PM

Previous Submit

Submit Invoice X

Are you sure you want to submit this Invoice?

☐ I hereby certify that the expenditures reported herein accurately correspond with the books and records of this organization and reflect only those expenses incurred and paid by the organization based solely on the contract and in accordance with a budget previously approved by the City.

No, do NOT submit this Invoice Yes, submit this Invoice

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NYC
City of New York 201

Nonpublic School Security Reimbursement Program Invoice Instructions

27 Click "Yes, submit this Invoice"

ted

t at the School for Audit purposes)

ted

r Renewal Certificate(s) upon original policy expiration, from the Security Guard Company(ies) with which a school has a contract.

ted

Submit Invoice X

Are you sure you want to submit this Invoice?

☒ I hereby certify that the expenditures reported herein accurately correspond with the books and records of this organization and reflect only those expenses incurred and paid by the organization based solely on the contract and in accordance with a budget previously approved by the City.

No, do NOT submit this Invoice

Yes, submit this Invoice

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28 Vendor should receive "Invoice Submitted Successfully" email after submission.

≡ Gmail

Search mail

Compose

Inbox

Starred

Snoozed

Sent

Drafts

More

Labels

Invoice Submission Confirmation Inbox x

Power Platform Admin <PPlatformAdmin@dcas.nyc.gov>
to me, BQAITSupport

Invoice Submitted Successfully

Hello DCAS Testuser2,

Your invoice has been submitted successfully. Please find the details below:

Invoice Details

Invoice Number: 2025-1010

Date: 01/22/2025 11:37 PM

School: 310200228689 - Abraham Joshua Heschel School

Vendor: A&H Security Services, LLC

Total Invoice Hours: 110

Total Invoice Amount: \$ 1100

Thank you for your submission. If you have any questions, please contact us.

29 Schools will be able to review the status of NPS invoice submissions via the portal under "Invoice List".

311

Search all NYC.gov websites

[Home](#) |
 [Invoice Submission](#) |
 [Invoice List](#) |
 [Contact Us](#) |
 |
 DCAS Testuser2 ▾

search

Agency	Fiscal Year	Quarter	Total Invoice Hours	Total Invoice Amount	Regular Pay Hours	Regular Pay Amount	Overtime Pay Hours	Overtime Pay Amount	Status	Version Number	Approved Date	FMS A Date
NYC	FY2025	Q1	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Approved	1	01/22/2025 11:40 PM	

30 When an invoice is returned for revision, you will receive an email with comments and a status update.

Vendor: ICTS USA Inc dba Huntleigh USA Corporation

Nonpublic School Security Reimbursement Program Invoice Instructions

31

Regular Hours:100

Overtime Hours: 10

Regular Pay Amount: \$1000

Overtime Pay Amount: \$100

Total Invoice Hours: 110

Total Invoice Amount: \$1100

Comment: Returning this.

Thank you for your prompt attention to this matter. If you have any questions, please feel free to contact Reimbursement4Schools@dcas.nyc.gov.

Best regards,

The NPS Team

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In order to resubmit the invoice, go to the Invoice List in the portal.

Invoice Management										
										Submit New Invoice
search										
arter	Total Invoice Hours	Total Invoice Amount	Regular Pay Hours	Regular Pay Amount	Overtime Pay Hours	Overtime Pay Amount	Status	Version Number	Approved Date	FMS Approved Date
	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Returned for revision	1		
	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Pending For Approval	1		
	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Pending For Approval	1		
	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Pending For Approval	1		
	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Pending For Approval	1		
	100.00	\$100.00	100.00	\$100.00	0.00	\$0.00	Approved	1	03/09/2025 3:30 AM	
	500.00	\$5,000.00	500.00	\$5,000.00	0.00	\$0.00	Pending For Approval	1		

Nonpublic School Security Reimbursement Program Invoice Instructions

33 Click Edit to modify the invoice.

search 										
Submit New Invoice										
arter	Total Invoice Hours	Total Invoice Amount	Regular Pay Hours	Regular Pay Amount	Overtime Pay Hours	Overtime Pay Amount	Status	Version Number	Approved Date	FMS Approved Date
	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Returned for revision	1		
	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Pending For Approval	1		
	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Pending For Approval	1		
	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Pending For Approval	1		
	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Pending For Approval	1		
	100.00	\$100.00	100.00	\$100.00	0.00	\$0.00	Approved	1	03/09/2025 3:30 AM	
	500.00	\$5,000.00	500.00	\$5,000.00	0.00	\$0.00	Pending For Approval	1		

34 If you disagree with the reimbursable total or have additional comments, please check Modification Request and add comments in this section. Then click Next.

Submitted By

First Name	Last Name	Email *
Mrs	Aye	mrstheaye@gmail.com

Comments

Approval Comment

Returning this.

☒ **Modification Request?**

Request Details *

Next

Nonpublic School Security Reimbursement Program Invoice Instructions

35 If you have no Modification Requests, click the Next button.

Submitted By

First Name Mrs	Last Name Aye	Email * mrstheaye@gmail.com
--------------------------	-------------------------	---------------------------------------

Comments
Comments

Approval Comment
Returning this.

☐ **Modification Request?**

Next

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36 You can upload the updated documents or download previously uploaded documents

Proof of Payment from School to the Security Guard Company (i.e. Cancelled Check or Bank Statement showing ACH)
[Choose File](#) No file selected

Afterschool Activities Approval Form (Approved forms/emails)
[Choose File](#) No file selected

School Sign-in Sheet (Kept at the School for Audit purposes)
[Choose File](#) No file selected

Certificate of Insurance, or Renewal Certificate(s) upon original policy expiration, from the Security Guard Company(ies) with which a school has a contract
[Choose File](#) No file selected

Uploaded Documents

Certified Invoices from Security Guard Company	Download
Certified Payroll Reports from Security Guard Company	Download
Security Sign-in Register (Work Assignment Data)	Download
Proof of Payment from School to the Security Guard Company	Download
Afterschool Activities Approval Form (Approved forms/emails)	Download
School Sign-in Sheet (Kept at the School for Audit purposes)	Download
Certificate of Insurance, or Renewal Certificate(s) upon original policy expiration	Download

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Nonpublic School Security Reimbursement Program Invoice Instructions

37 Click Next.

Certificate of Insurance, or Renewal Certificate(s) upon original policy expiration, from the Security Guard Company(ies) with which a school has a contract. [Choose File](#) No file selected

Uploaded Documents

- [Certified Invoices from Security Guard Company](#) [Download](#)
- [Certified Payroll Reports from Security Guard Company](#) [Download](#)
- [Security Sign-in Register \(Work Assignment Data\)](#) [Download](#)
- [Proof of Payment from School to the Security Guard Company](#) [Download](#)
- [Afterschool Activities Approval Form \(Approved forms/emails\)](#) [Download](#)
- [School Sign-in Sheet \(Kept at the School for Audit purposes\)](#) [Download](#)
- [Certificate of Insurance, or Renewal Certificate\(s\) upon original policy expiration](#) [Download](#)

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38 Click Submit/Acknowledge

Approval Comment
Returning this.

Last Modified On
05/12/2025 11:50 AM

☐ Mod Requested

Request Details
—

[Previous](#) [Submit/Acknowledge](#)

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Nonpublic School Security Reimbursement Program Invoice Instructions

39 Read the Acknowledgement and check off the box to certify.

Approval Comment

Returning this.

Last Modified On

05/12/2025 11:50 AM

☐ Mod Requested

Request Details

Submit/Acknowledge Invoice

X

Are you sure you want to submit/acknowledge this Invoice?

☐ I hereby certify that the expenditures reported herein accurately correspond with the books and records of this organization and reflect only those expenses incurred and paid by the organization based solely on the contract and in accordance with a budget previously approved by the City.

No, do NOT submit this Invoice

Yes, submit this Invoice

Previous

Submit/Acknowledge

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40 Click Yes, submit this Invoice

Submit/Acknowledge Invoice

X

Are you sure you want to submit/acknowledge this Invoice?

☒ I hereby certify that the expenditures reported herein accurately correspond with the books and records of this organization and reflect only those expenses incurred and paid by the organization based solely on the contract and in accordance with a budget previously approved by the City.

No, do NOT submit this Invoice

Yes, submit this Invoice

Submit/Acknowledge

Contact NYC Government

CityStore

City Employees

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Search

Nonpublic School Security Reimbursement Program Invoice Instructions

41 Resubmitted Invoice will be returned to the NPS team.

DCAS Citywide Administrative Services Home Invoice Submission Invoice List Contact Us Q Mrs Aye ▾													
search Q Submit New Invoice													
Product	Vendor Agency	Fiscal Year	Quarter	Total Invoice Hours	Total Invoice Amount	Regular Pay Hours	Regular Pay Amount	Overtime Pay Hours	Overtime Pay Amount	Status	Version Number	Approved Date	FMS Approved Date
	ICTS USA Inc dba Huntleigh USA Corporation	FY2025	Q4	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Invoice Submitted	1		v
ville	MRNY Consulting Solutions LLC dba Narrow Security	FY2025	Q1	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Pending For Approval	1		v
ol	Admiral Security Services Inc	FY2025	Q1	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Pending For Approval	1		v
gh	ABC TESTING COMPANY FOR DCAS IT	FY2025	Q2	110.00	\$1,100.00	100.00	\$1,000.00	10.00	\$100.00	Pending For Approval	1		v

42 If the invoice is approved, you should receive the following email.

Compose

Inbox

Starred

Snoozed

Sent

Drafts

More

Labels

Search mail

Invoice 2025-1010 with amount \$1100 was approved

Power Platform Admin <PPlatformAdmin@dcas.nyc.gov>
to me, Power, BGAITSupport

Invoice Approved

Hello DCAS Testuser2,

We are pleased to inform you that your invoice has been approved. Below are the details:

Invoice Details

Invoice Number: 2025-1010

Date:01/22/2025 11:40 PM

Total Invoice Hours: 110

Total Invoice Amount: \$1100

Total Approved Hours:110

Total Approved Amount: \$1100

Thank you for your prompt attention to this matter. If you have any questions, please feel free to contact us.

Best regards,

NYC-DCAS

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