From:	Contact DCAS (DCAS)
To:	Contact DCAS (DCAS)
Cc:	Contact DCAS (DCAS)
Subject:	Nonpublic School Security Guard Reimbursement Program - New Invoice Submission Instructions
Date:	Friday, June 14, 2024 12:49:12 PM
Attachments:	Invoice Submission Instructions 6.04.2024.pdf NPS Invoice Submission Form.pdf

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Dear School Administrator,

Starting **June 17, 2024**, new invoice submissions are to be emailed to Reimbursement4schools@dcas.nyc.gov.

Key Notes

- Along with the certified payroll reports, invoice, sign-in registers, and proof of payment we are now also requiring the **NPS Invoice Submission Form** (attached).
- The subject line needs to be in the following format: [12 Digit BEDs Code] [Fiscal Year] [Quarter]
    - For example, 123456789101 2024 Q4
- Pay attention to your attachment's file sizes since there are limitations.

Attached please find the new invoice submission instructions.

If you have any questions, please feel free to reach out to Reimbursement4Schools@dcas.nyc.gov.

Sincerely,

Nonpublic School Security Reimbursement Program
NYC Department of Citywide Administrative Services

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