

# NPS Invoice Submission Form for Schools

Phone: (212) 386-0040

Email: [Reimbursement4Schools@dcas.nyc.gov](mailto:Reimbursement4Schools@dcas.nyc.gov)

**Purpose:** The NPS Invoice Submission Form is for use by schools to submit invoices for unarmed security guard services for reimbursement.

**Instructions:** Submit a completed form along with your certified payroll reports, invoices, proof of payment, and sign-in registers to [Reimbursement4Schools@dcas.nyc.gov](mailto:Reimbursement4Schools@dcas.nyc.gov)

SECTION I: INVOICE INFORMATION	
School Name	Fiscal Year and Quarter
BEDS Code	Service Date From and To (xx/xx/xxxx - xx/xx/xxxx)
Security Vendor	Invoice Amount
Contact Name	Email Address
SECTION II: Additional Comments	
Additional Comments	