

## Reimbursement Documents Required Checklist<sup>1</sup>

This checklist is provided to assist non-public schools accepted into the Non-public School Security Guard Reimbursement Program for Security Guard Services prepare all necessary, required documentation to submit to the Department of Citywide Administrative Services (“DCAS”) via HHS Accelerator for quarterly reimbursements.

- 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)

---

- 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.

---

<sup>1</sup> **Note:** All invoices 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 2017[0000000])