

# Request for Reimbursement to Nonpublic Schools

Maryland State Department of Education (MSDE)

Interagency Commission on School Construction (IAC)

Fiscal Year 2026 Senator James E. "Ed" DeGrange Nonpublic Aging Schools Program (NASP)

Attachments Required:

1. IRS Form W-9 for SCHOOL (If the address on the W-9 is different from the address below then please include a letter on your school's letterhead explaining the discrepancy)
2. Copy of invoice from each contractor (proposals, quotes, change orders, etc. are not acceptable)
3. Proof of Payment, please check box(es) that apply (All payments made to the contractor must come from the school)
  - a. Copy of canceled check to each contractor, front and back showing bank endorsement stamp
  - b. Third party (bank) statement
  - c. Original, notarized copy of Contractor's Certification of Receipt Payment Form D

Email completed form and attachments to [myron.mason@maryland.gov](mailto:myron.mason@maryland.gov).

Name of School: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

MSDE School: 09- \_\_\_\_\_

Project: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Max. Grant Allocation: \$ \_\_\_\_\_

Total Project Contracts: \$ \_\_\_\_\_

Mail payment to the following address: \_\_\_\_\_

Reserved for MSDE

CONTRACTOR (Include all contractors on each line even if it is the same one. Attach another form if needed to list more)	Invoice #	Invoice Date	Date Paid	Amount

Total: \_\_\_\_\_

State Request: \_\_\_\_\_

Balance paid by school: \_\_\_\_\_

Reserved for IAC

I hereby certify that this reimbursement request represents invoices that have been approved for payment by all school responsible persons, is for a project previously approved by the Maryland State Department of Education for funding under the Interagency Commission on School Construction/Nonpublic Schools Programs, is applicable to contractual arrangements approved by the school, has not been previously submitted for payment of reimbursement and payment of this amount has been made by this school to the applicable contractor(s) from funds other than tax-exempt bond proceeds.

\_\_\_\_\_  
Signature of Nonpublic School Representative

\_\_\_\_\_  
Date