

Claims Administrator
 Microsoft New York State School Technology Voucher Program
 P.O. Box 2894
 Faribault, MN 55021-8694

In care of:
 NEW YORK SCHOOLS
 666 ANY NEW YORK ST
 NEW YORK CITY, NY 13790-1398

For the benefit of:
 999999887777
 NEW YORK CITY HIGH SCHOOL

Microsoft New York State Cy Pres Voucher Balance Statement

		GPV = General Purpose Voucher		SCSV = Specific Category Software Voucher		
Date	Action	GPV Activity	GPV Balance	SCSV Activity	SCSV Balance	Total Balance
03/17/2013	Beginning Balance		\$23,306.00		\$23,034.00	\$46,340.00
10/08/2014	Payment	\$23,306.00	\$0.00	\$23,034.00	\$0.00	\$0.00
10/08/2014	Current Balance		\$0.00		\$0.00	\$0.00

Microsoft New York State Cy Pres Voucher Redemption Form

NEW YORK CITY HIGH SCHOOL

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To redeem your vouchers:

1. Complete the appropriate Cy Pres Voucher Redemption Form for the specific eligible school. Indicate the dollar amount for each of the voucher categories listed (general purpose and software) for that school. Vouchers may only be redeemed for eligible products purchased between September 1, 2012 and February 1, 2015. Vouchers cannot be transferred to any person or entity and cannot be transferred between schools or districts.
2. Enclose an itemized receipt or vendor invoice of the products and/or services purchased. Circle the items for which you would like to redeem the vouchers.
3. Email the completed Voucher Redemption Form, and the receipts and/or vendor invoices for the products purchased to: claimsadmin@nys-stvp.com. All reimbursement requests must be emailed on or before February 1, 2015.

General Purpose Voucher:

Amount Claimed: \$ _____

Specific Category Software Voucher:

Amount Claimed: \$ _____

I certify that the products and/or services on the proofs of purchase attached to this form were purchased for the benefit of this eligible school and have not been and will not be redeemed through another program.

Authorized Contact:

Date: _____



If you have any questions or want to verify product eligibility, go to www.nys-stvp.com or call the Claims Administrator toll-free at 1-866-303-7288.

Microsoft NYS-STVP Voucher Redemption Form # [School or District #]

Dear _____,

Thank you for submitting an application for _____ to the Microsoft New York State – School Technology Voucher Program (NYS-STVP). This application has been approved by the NYSED and the Settlement Claims Administrator. Attached is a New York State - School Technology Voucher Redemption Form for reimbursement requests. The information below explains how to redeem your voucher for cash reimbursement for eligible purchases.

1. Purchase the eligible products or services listed on your application. Note that all products and services must be listed on the application in order for reimbursement to occur.
2. Complete the original redemption form for your district. You must indicate the dollar amount for the products and/or services you would like to be reimbursed for on each category. The redemption form and documentation must be submitted by an authorized LEA contact.
3. Attach the required documentation.
 - a. For all purchases, enclose the itemized receipt or vendor invoice.
 - i. If claiming individual items on an invoice or receipt, circle the dollar amount of the items you are submitting for reimbursement.
 - ii. If claiming all items on the invoice or receipt, circle the total price paid.
 - iii. If only a portion of a purchase is being claimed for reimbursement, clearly indicate the amount claimed on the invoice or receipt.
 - iv. If rebates or discounts were applied, clearly indicate the amount of the rebate/discount and the actual price paid on the receipt or invoice.
 - v. If claiming software that is eligible for reimbursement with the Specific Category Software Vouchers but is not itemized on the invoice because it was preinstalled as part of a new computer purchase, note on the invoice which software products were preinstalled. The Settlement Claims Administrator will reimburse each such eligible preinstalled software title on the Specific Category Software Voucher using the approved standard prices below.

Microsoft Office for Mac	\$50
Microsoft Office Pro for Mac	\$62
Microsoft Windows	\$59
Microsoft Office Standard	\$50
Microsoft Office Enterprise	\$79
Microsoft Office Pro	\$62

Mac OS X	\$69
iLife	\$39

- b. Additional Requirements for IT Support Services
 - i. IT Support Services documentation must show the requirements described in the section above and also:
 - ii. Name of products procured through this settlement being installed or maintained.
 - iii. Flat rate, or hourly rate if applicable.
 - iv. Number of hours spent on the installation or maintenance.
 - v. Date of installation or maintenance.
- c. Additional Requirements for Professional Development Services
 - i. Professional Development (PD) Services documentation must show the requirements described in section above (a) and also:
 - ii. Name of PD event.
 - iii. Agenda or summary of content.
 - iv. Flat rate, or hourly rate if applicable.
 - v. Number of hours spent on the PD.
 - vi. If products procured through this settlement were the focus of the PD, then the names of those products must be listed.
 - vii. Dates of the PD.
 - viii. If products were provided to participants as part of the PD, products and their cost must be listed separately.
4. Email the documentation to claimsadmin@nys-stvp.com
 - a. Signed Voucher
 - b. Invoices/Receipts
5. The Settlement Claims Administrator (SCA) will send an email confirming receipt of the new reimbursement request.
6. The SCA will review the documentation for requirements.
 - a. If the documentation submitted meets all of the requirements, a check will be issued within 30 days.
 - b. If there are deficiencies we will notify the LEA contacts. After the LEA corrects the issues the SCA will issue a check within 30 days.

You may review product eligibility rules and Frequently Asked Questions online at <http://www.nys-stvp.com>. If you are uncertain whether an item you wish to purchase is considered an eligible expenditure, email your inquiry to this email account claimsadmin@nys-stvp.com.

If you have any questions, please contact us at this email account or by phone at 1-866-303-7288, Monday through Friday from 9:00 AM to 5:00 PM Eastern Standard Time.

Sincerely,

Settlement Claims Administrator

New York State - School Technology Voucher Program