

Grant Reimbursement Information

Vendor Number Information

The SAP Vendor Number is assigned specifically to identify your Department or Municipality for use through the Commonwealth Comptroller's and Treasurer's Offices.

The SAP Vendor Number must match exactly (100%) with the Department or Municipality name and address; otherwise, it will be rejected by the Comptroller's and Treasurer's Office.

Your Vendor Number can be obtained through your financial office; if unknown, please contact the MPOETC office.

If your Police Department or Municipality does NOT have a Vendor Number:

- Go to www.vendorregistration.state.pa.us.
- Select the Non-Procurement Vendor Registration link and follow the instructions.

If you need to change or correct information with Vendor Registration contact:

- Vendor Registration at 717-346-2676 or outside of the Harrisburg area at 877-435-7363 or by email at ra-psc_supplier_requests@pa.gov.

Reimbursement Information

Tuition and Salary Reimbursement will only be made for officers who were hired by the police department PRIOR to academy admission and who successfully graduated/completed the entire Act 120 Basic Training Program.

- Upload into TACS:
 - The beginning pay stub showing the officer's hourly rate of pay.
 - The invoice from the Approved Training Provider, with proof of payment, for example, a copy of a cancelled check.

Requests submitted after 120 days shall be accompanied by a justification for late submission. MPOETC will not consider requests for reimbursements received more than one year after the completion of the training.

The general timeframe to receive reimbursements takes approximately six weeks from the date MPOETC submits the request to the Commonwealth's Treasury Department.

- Payment will come directly from the Treasury Department.