Thank you,

Jennifer

Date: June 7, 2024

From: Massachusetts School Building Authority

To: Local Officials and Project Teams

Re: Pro-Pay Reimbursement Requests

The Massachusetts School Building Authority ("MSBA") is requesting district cooperation in completing the submission process for fiscal year 2024 reimbursement requests related to project services provided between July 1, 2023, and June 30, 2024.

The MSBA process to seek reimbursement is via the Pro-Pay System with a request that districts complete the submission process no later than 5 p.m. on Thursday, August 15, 2024, with the associated print material received by the MSBA no later than 5:00 p.m. on Friday, August 30, 2024.

Districts are advised to carefully review the MSBA reimbursement request procedures to ensure the necessary documents, including invoices and signatures, are included, as submitting requests with incorrect or missing material will cause a delay in the reimbursement request process.

The MSBA appreciates the cooperation and encourages questions and concerns to be directed to Miriam Vaquez at miriam.vazquez@massschoolbuildings.org.

Sincerely,

Miriam Vazquez

Director of Finance

Jennifer Flynn

Senior Project Coordinator

Massachusetts School Building Authority

40 Broad Street; Suite 500

Boston MA 02109

617-720-4466

www.massschoolbuildings.org