

SOFT BODY ARMOR VEST REIMBURSEMENT PROGRAM - CHECKLIST

Please follow the listed instructions and complete the enclosed forms before submitting for reimbursement. For your convenience, the instructions are in a checklist format.

- Insure your department's eligibility by referring to the attached General Information sheet(s)
- Purchase only vests which conform to specifications as outlined in the attached material
- Include a copy of the Vendor's invoice marked paid
- Include the completed Soft Body Armor Assignment Log (Pg. 1 and 2)
- Complete the Certification Re: Soft Body Armor (SBA) Threat Level Protection form (Page 3 of 3)
- Return completed Vendor's Statement with your reimbursement request
- Complete and return Soft Body Armor Reimbursement Application, DCJS-2025
- Complete and return State of New York – Claim For Payment Voucher

Return all completed forms, State Aid Voucher and the Vendor's bill to:

**NYS Division of Criminal Justice Services
Office of Financial Services, 10th Floor
80 South Swan Street
Albany, NY 12210**

Enclosure