

Frequently Asked Questions

What is an SAP Vendor Number?

It is a number assigned specifically to identify your department for use through the Commonwealth Comptroller's and Treasurer's Offices. Name and address must match exactly (100%), otherwise, it will be rejected by the Comptroller's and Treasurer's Office.

How do I know what my SAP Vendor Number is?

Your financial office should have that information. If unknown, please contact our office and we can look it up for you.

Does my TAX ID number effect my SAP Vendor Number?

Police departments do not "have" to be set up under a County/Borough. It all depends on the Tax ID number (EIN) for the police department. If the police department shares the same Tax ID as the county, then a partner record may be requested. To do so, please have the Treasurer for the county submit supporting documentation along with a W9 form to the resource account (ra-psc_supplier_requests@pa.gov), if the police department does share the same Tax ID number.

If the police department does NOT share the same Tax ID, please register for a Vendor Number using the "Non Procurement Registration Guide" on the webpage.

How do I change/correct information with Vendor Registration?

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

What is an Invoice Number?

The Invoice Number is your Vendor Number-Year (2015)-01, next Invoice Number would be Vendor Number-Year (2015)-02, etc. For example, 123456-2015-01, 123456-2015-02, and so on.

Does online MIST/CLEE In-Service Training qualify for reimbursement?

No, it does not qualify for any kind of reimbursement.

What documentation is required for In-Service Reimbursement?

- MP-111 Form – “Continuing Law Enforcement Education Reimbursement (CLEE)”.
- On your Department letterhead list the Name of Course(s), Date(s) of Training including year, and the full names of the officers who attended reimbursable classroom training at an Approved Training Provider.
- Invoice from Approved Training Provider, with proof of payment. (A copy of a cancelled check will suffice as proof of payment.)

Tuition and Salary Reimbursement:

Reimbursements will only be made for officers who were hired by the police department PRIOR to academy admission and who successfully graduated from the entire basic training program.

- MP-113 Form – “Request for Reimbursement Under Act 120, 1974. One form shall be completed per officer.
- Invoice from the Approved Training Provider, with proof of payment. (A copy of a cancelled will suffice as proof of payment.)
- Final Grade Sheet.
- A beginning pay stub showing the officer’s hourly rate of pay.

How long does it take to get our reimbursement?

It generally takes six (6) weeks from the date our Office submits it through the SAP system. Payment will come directly from the Commonwealth’s Treasury Office.