



Postsecondary and Career Education

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**Mayor's Scholars Undergraduate Program 2015-2016  
Invoicing Information for Higher Education Partners**

OSSE will provide Mayor's Scholars funding directly to Institutions of Higher Education (IHEs). IHEs are required to submit a payment request for Mayor's Scholars recipients each semester, with detailed cost breakdown.

OSSE will submit a final list of awardees to the IHE financial aid contact(s) each semester. IHEs may request payment starting the day after the add/drop deadline each semester. Payment requests are due no later than 6 weeks after the end of each semester. Semesters include fall, winter session (if applicable), spring, and summer.

Please submit payment invoices electronically to Toshia Dark Berry at [toshia.dark@dc.gov](mailto:toshia.dark@dc.gov) and copy Amelia Hogan at [amelia.hogan@dc.gov](mailto:amelia.hogan@dc.gov).

Please include the following information on the invoice:

- Institution name and address
- Invoice date
- Description of services (i.e. "Mayor's Scholars Undergraduate Program student costs")
- Total number of students served, and student names
- Payment information (i.e. where to submit payment)

Please address the invoice to:

- Mayor's Scholars Undergraduate Program  
Office of the State Superintendent of Education  
Postsecondary and Career Education  
810 First St NE, 3<sup>rd</sup> Floor  
Washington, DC 20002

Please submit one invoice that includes a payment request for all students served. Once received by OSSE, payment invoices take no longer than 4-6 weeks to process.

**Invoicing Contact Information**

Toshia Dark Berry, Budget and Procurement  
OSSE Postsecondary and Career Education  
Phone: (202) 741-6482  
Email: [toshia.dark@dc.gov](mailto:toshia.dark@dc.gov)

**Program Contact Information**

Amelia Hogan, Coordinator, Early College and Career Awareness  
Mayor's Scholars Program Manager  
OSSE Postsecondary and Career Education  
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