



COUNCIL OFFICE FUNDING PROGRAM: ACCF REQUEST FOR REIMBURSEMENT PAYMENT: DIRECTIONS

Please follow the directions carefully and submit all required documentation **ASAP** and no later than **July 31, 2024**.

Request for Reimbursement Payment (RFRP) Form:

Enter the requested information on page 1. Enter the requested information to complete the table on page 2. Include additional copies of page 2 if necessary. **Please note:** All expenses requested for reimbursement must be related to the information included on your original application under the "Use of City Funds" section. Lastly, funds must be purchased within Fiscal Year 2024 (July 1, 2023 – June 30, 2024).

Supplemental Documentation

Each line item/expense listed on page 1 will require a Proof of Payment and Proof of Purchase. Supplemental documentation must be attached in the same order as each line item listed on the Table on page 2. Failure to have documents in the correct order will require a new submission. The expenditure amounts must match on both the Proof of Purchase and Proof of Payment documents.

- 1. Proof of Purchase:** Invoice, receipt, lease, timecard, etc.
 - a. This document will need to indicate the amount paid, vendor, and date of purchase
- 2. Proof of Payment:** Canceled check, bank or credit card statement, etc.
 - a. This document will need to indicate the amount paid by the grantee to the vendor, and the date of payment/transfer of funds
 - b. For credit card statements, highlight or circle the specific expenditure corresponding to the line item. You can block out confidential information on your bank statements if needed.

Final Performance Report

Complete the form and requested narrative. Additional financial statements are required if your organization's award is equal to or over \$10,000. Complete the checklist and sign the form.

Submit

Submit completed form via email to ACCF@SanDiego.gov **ASAP** and no later than July 31, 2024 with the document titled "RFRP_Org Name"

Submission should be one **PDF** with each document in the correct order:

- Request for Reimbursement Payment Form
- Expenditure Table
- Supplemental Documentation
- Final Performance Report
- Checklist and Signature Form

You will receive confirmation once your form has been reviewed and approved, please expect 1-2 weeks for processing. After receiving confirmation, it takes the City of San Diego 60-90 days to process the payment.