CREATIVE COMMUNITIES SAN DIEGO PROGRAM

REQUEST FOR PAYMENT FORM

Complete, Sign and Mail this Form to:
Contract Coordinator
Commission for Arts and Culture
1200 Third Ave Suite 924
San Diego, CA 92101-14-6
Or email to
tmonillas@sandiego.gov

Contract #		Amount of Funding	
Request Period Start Date		Request Period End Date	

ORGANIZATIONAL INFORMATION:

Organization	
Mailing Address	
City, State Zip	
Name of Form Preparer	
Title	
Phone	
Fax	
Email	

REQUEST DETAILS:

Line # and Description	Amount Requested
1 – Artistic (All Disciplines)	
2 – Entertainment	
3 – Administrative	
4 – Event Organizer	
5 – Technical/Production	
6 – Security/Cleaning	
7 – Other Personnel (Describe in Details Table)	
8 – Rent/Facilities	
9 – Materials/Supplies	
10 – Marketing	
11 – Fundraising	
12 – Other Non-Personnel (Describe in Details Table)	
13 – Total	
14 – Total Project Expenses for this Request Period	
15 – Total Project Expenses for the year (Final Request Only)	

Use the line numbers above in the Expenses Details Table on the next page.

Organization	

EXPENSES DETAILS TABLE: You should enter information into this table ONLY IF you are requesting full or partial reimbursement for the listed expenditure. Attach additional pages if necessary.

Row	Date	Check #	Vendor	Line #	Amount
A					
B					
C					
D					
E					
F					
G					
H					
I					
J					
K					
L	**TOTAL**				

MATCH DETAILS TABLE: Use the table below to provide the requested information about your match for THIS request periods. Do NOT report amounts you already reported. Attach additional pages if necessary.

Row	Date	Source	Amount
M			
N			
O			
P			
Q			
R			
S	**TOTAL**		

AUTHORIZATION:

The submission of this document electronically or otherwise is an official **REQUEST FOR PAYMENT** by the **ORGANIZATION** identified above. The submission includes an affirmation that all information contained herein is true and correct.

Name of Authorized Submitter

Title

Signature   Date

Approved by Victoria L. Hamilton, Executive Director, City of San Diego Commission for Arts and Culture

Signature   Date

CAC-26 (rev. 3-26-12)