

THE CITY OF SAN DIEGO CITY COUNCIL ARTS, CULTURE AND COMMUNITY FESTIVALS (ACCF) REQUEST FOR REIMBURSEMENT PAYMENT

Organization:		Request Period:		
Mailing Addr.			Month - Month/Yr.	-
Phone:				-
Fax:		Fiscal Year Ends:		
Person Complet	ting Form/Title:			_
	PAYMENT REQUESTED DETAILS	S: Complete form on the re	everse side.	
		ACCF FY	ACCF Payments to	A CCE Downsont
Expense Classification Number	EXPENSE CLASSIFICATION	Contract Allocation (A)	Date (B)	Requested (C)
	PERSONNEL EXPENSES			
1	Artists (all disciplines)			
2	Entertainment			
3	Administrative			
4	Event Organizer			
5	Technical/Production			
6	Security/Cleaning			
7	Other (specify)			
	Personnel Expenses Subtotal	\$	\$	\$
	OPERATING EXPENSES			·
8	Facility Expense (Rent, Util's, Etc.)			
9	Marketing/Publicity			
10	Materials/Supplies			
11	Other (Specify)			
	Operating Expenses Subtotal	\$	\$ 	\$
	TOTAL	\$	\$	\$
responsible for t	FION f perjury under the laws of the State of Cali he completeness and accuracy of the inforr mation provided is true to the best of my k	nation on this Request for R		
Signature		Date		-
Print Name		Phone No.		-
	ego to Complete This Section			
Approved:	City of San Diego, City Council Adminis	Date: tration		ĺ
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EXPENSE CLASSIFICATION CODE NUMBERS

PERSONNEL EXPENSES

- 1 Artists
- 2 Entertainment
- 3 Administrative
- 4 Event Organizer
- 5 Technical/Production
- 6 Security/Cleaning
- 7 Other (specify)

OPERATING EXPENSES

- 8 Facility/Space Rent
- 9 Marketing/Publicity
- 10 Material/Supplies
- 11 Other (specify)

REQUEST FOR REIMBURSEMENT PAYMENT BUDGET DETAILS

Please provide details on expenditures for which City funds are going for reimbursement. Use code numbers shown above to classify expenditures, and group the same expense codes number together. Sum the total of each expense code in the Expense Code Total.

The expense codes should correspond to the Budget Summary in your Agreement.

Check Number	Date	Vendor	Amount	Expense Code	Expense Code Total

PLEASE complete and return with back-up documentation for processing to:

Council Administration ATTN: Courtney Thomson 202 C Street, MS-10A San Diego, CA. 92101

PLEASE SUBMIT JUST ONE (1) COPY

Copy this side (blank) if additional pages are needed