

**COUNCIL OFFICE FUNDING PROGRAM: ACCF & CPPS
REQUEST FOR REIMBURSEMENT PAYMENT: DIRECTIONS**

A complete Request for Reimbursement Payment includes the Request for Reimbursement Payment (RFRP) Form, Supplemental Documentation (proof of purchase and payment), and the Final Performance Report*. Please follow the directions carefully and submit all required documentation by July 30, 2020.

Request for Reimbursement Payment (RFRP) Form:

Enter the requested information on page 1. Enter the requested information to complete the table on page 2. Please note that each line item/expense requires Proof of Payment and Proof of Purchase, which is to be submitted with the complete RFRP Form. Include additional copies of page 2 if necessary. Multiple RFRP Form submission is permissible.

Supplemental Documentation

Per Council Policy, each line item/expense must be related to the application's Use of City Funds section and must have been made within Fiscal Year 2020 (July 1, 2019- June 30, 2020).

- a.) Proof of Purchase: Invoice, receipt, lease, timecard, etc. indicating amount paid, vendor, and date of purchase
- b.) Proof of Payment: Canceled check, bank or credit card statement, etc. indicating amount paid by grantee to vendor, and date of payment/transfer of funds

Final Performance Report:

Complete the form and attach the requested narrative and supplemental financial statements, if applicable. See the checklist and sign the form to complete the Request for Reimbursement Payment.

Submit:

Submit complete RFRPs via email to ACCF@SanDiego.gov or CPPS@SanDiego.gov by **July 30, 2020**.* If your organization is unable to submit electronically, please fax documents to the following number by the deadline:

Council Administration
Attn: Courtney Thomson
Fax: (619) 236-6529

For questions, please contact the Council Administration team:

Courtney Thomson

Grants Coordinator/Contract Administrator
ThomsonC@SanDiego.gov / (619) 236-5918

Jasmine Mallen

Grants & Contracts Analyst
JMallen@SanDiego.gov / (619) 533-4762

**For those organizations that have received an amended contract for a postponed event or project/program/service, please submit the Final Performance Report no later than 30 days after completion.*