

## CITY OF SAN DIEGO COMMISSION FOR ARTS AND CULTURE

### ORGANIZATIONAL SUPPORT PROGRAM REQUEST FOR PAYMENT FORM - INSTRUCTIONS

Please follow these instructions carefully. Improperly completed Request for Payment Forms cannot be processed and will delay your payment. For assistance, please call Teresa Monillas, Contracts Coordinator at (619) 236-6803.

In accordance with your Agreement, you may submit a Request for Payment form at the end of each quarter (i.e. after September 30, December 31, March 31 and June 30) to receive reimbursements for expenses for which payment has already been made.

#### **Page 1 of the Form**

The **Request Period** indicates the months for which you are requesting reimbursement.

Enter the **Contract and Organizational Information** as requested. Your Contract Number can be found in your award letter. Provide the Annual Operating Income that you provided in your most recent Organizational Support Program (OSP) application.

**Financial Table** (Please refer to your contract's Exhibit A to complete this Table.)

In an effort to align the Request for Payment form with the California Cultural Data Project's (CA-CDP) financial reporting procedures, only those line items captured by the CA-CDP are included on the Form. If you need to include a line item that is not included in the Financial Table, please use the Other Personnel or Other Non-Personnel lines to enter the amounts, and reference the exact line(s) from the CA-CDP in the Detail Table on page 2.

- **Column A (CDP Line # and Expense Classification):** These are the same expense line items as contained in the California Cultural Data Project (CA-CDP), Section 6. In an effort to align the OSP Request for Payment form with the CA-CDP financial reporting procedures, only those line items captured by the CA-CDP are included in the Financial Table. The five most frequently used expense classifications are included in the Financial Table (Lines 1, 5, 3, 34, and 38). If you need to include a line (from the CA-CDP) that is not included in the Financial Table, please use the Other Personnel or Other Non-Personnel lines to enter the amounts, and reference the exact line(s) from the CA-CDP in the Detail Table on page 2 of the Request for Payment Form.
- **Column B (How Arts and Culture Funds will be Used):** Use this column to show how much of your Arts and Culture funds you will apply to each expense classification over the course of the entire year. Remember, you are not required to enter amounts in every line. It is perfectly acceptable, for example, to allocate all of your Arts and Culture funds to one or two lines. Do not provide us with your organization's entire operating budget. This information pertains only to how you have elected to spend your Arts and Culture funds for the year. This column will look the same in each of your Request for Payment forms. The Total of Column B must equal your Arts and Culture award.
- **Column C (Arts and Culture Payments Received to Date):** Use this column to show how you have spent your Arts and Culture payments so far during the fiscal year. This column will be blank the first time you submit a Request for Payment form. Each subsequent time you

submit a request, you should provide in this column the sum of all the prior reimbursements you have received for each line.

- Column D (Payment Request for this Period): Use this column to show how much of each expense classification where you planned to use Arts and Culture funds (as described in Column B) you are now requesting a reimbursement. The Total of Column D must equal your request for this period.

## **Page 2 of the Form**

1. The **Request for Payment Budget Details** lists the exact *purchases* for which you are requesting your reimbursement and should include the check number, vendor (who the check was written to), check date, the amount of the check and the classification code. The classification codes are listed at the top of the page and correlate with the budget line items for which you selected to be reimbursed with your Arts and Culture funds. **Please only provide information for those checks for which you request your reimbursement. We do not need information on every check your organization has written for the period.**
2. The **Match Detail Table** is to be completed ONLY BY organizations with annual operating incomes less than \$100,000. Use the Match Detail Table to show the sources and amounts of matching income you received for this request period. All columns must be completed. Remember, all OSP contractors must demonstrate a minimum cash match of 1:3, i.e. for every \$1.00 reimbursement you request in Arts and Culture funding, you must demonstrate that you received and spent at least \$3.00 from other eligible (non-City of San Diego) sources.
3. Have your organization's Authorized Signer sign and date the form before you send it in.

### **Print, sign and mail this form to:**

Contracts Coordinator  
Commission for Arts and Culture  
1200 Third Avenue, Ste. 924  
San Diego, CA 92101-4106

### **Tips:**

- You can save yourself some time if you copy this form to your computer. Parts of it will be the same each time you request a payment, for example the Arts and Culture Distribution for the Year in the Project Budget Table (Column B). Simply rename each Request with the quarter number before you save, for example:  
OSP\_RFP\_FY10\_Q2.doc
- Make a copy of the completed form for your own files.

### **FREQUENTLY ASKED QUESTIONS:**

#### **1. Do I need to include copies of my checks with the Request for Payment Form?**

**No.** You are not required to submit copies of invoices or canceled checks as proof of incurrence and payment of expenses, but you must keep invoices and proof of payment on file until the City conducts an audit of your organization's contract files or until a period of three years has elapsed, whichever occurs first. Please read your Agreement for further information regarding your organization's financial compliance requirements.

**2. What about the use of credit cards?**

If you are requesting reimbursement for items paid for with a credit card you must include with your request, a copy of the credit card statement with the items highlighted that you are requesting payment for as well as copies of the itemized receipts for the purchases highlighted on the credit card statement. We are unable to reimburse these purchases without full itemization.

**3. We use direct deposit for our payroll, how do I show it on the form when there is no check number?**

Indicate “direct deposit” in the check number column and include a copy of the statement from your payroll company with the items you are seeking reimbursement for highlighted.

**4. May I use other city funding as part of my match?**

**No.** You may use private contributions, other government sources or earned income, but City funding cannot be used as a cash match.