



# County of San Diego

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PLANNING & DEVELOPMENT SERVICES  
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## **PURCHASING GUIDELINES AND REIMBURSEMENT PROCEDURES FOR PLANNING AND SPONSOR GROUPS**

### Planning and Sponsor Group Expenses

The Department shall cover authorized expenses incurred by the group while doing group business. The list of reimbursable expenses is below. Other expenses for which reimbursement is sought must be reviewed and approved by the Department prior to those expenses being incurred. The allocation of reimbursements among the groups shall be reviewed annually and shall reflect the workload of the group.

1. Posting Public Notices in Newspaper
2. Postage
3. Copying
4. Office Supplies:
  - a) Calendars
  - b) File Folders
  - c) Paper
  - d) Envelopes
  - e) Return Address Stamps
  - f) Name-Plates
  - g) Equipment under \$50.00
  - h) Other similar types of office supplies
5. Post Office Box Rentals
6. Meeting Hall Rentals not to exceed \$100.00/ hour
7. Letterhead (must be purchased through the Department of Planning & Development Services)
8. Mileage is a reimbursable expense for the group Chair or his/her designee at County stakeholder and steering committee meetings and public hearings for discretionary projects located within the Chair's or his/her designee's community.
9. Telephone calls from the Chair, the Chair's designee, and/or Secretary of the group when it is not possible to call using the Department's toll free telephone number.

Each reimbursement request shall not exceed \$100.00 (except for meeting hall and post office box rentals) and must be received by the Department within three months of purchase or receipt of invoice.

### Reimbursement Procedures

1. All requests for supplies and/or reimbursement must be approved by your group.
2. Fill out the "Request for Supplies and Reimbursement of Authorized Expenditures" form (attached). Be sure to indicate the requested reimbursement amount and list the items purchased. The payee cannot sign indicating approval for reimbursements. This line should be signed by an officer of your group.
3. All claims for reimbursement must be accompanied by the original and/or copies the receipt.
4. The completed form and receipt should be mailed to:

**Lisa Fitzpatrick  
Planning and Sponsor Group Coordinator  
5510 Overland Avenue, Suite 310  
San Diego, California 92123**

Or via email at: [CommunityGroups@sdcounty.ca.gov](mailto:CommunityGroups@sdcounty.ca.gov)

5. Please allow 4 –6 weeks for processing of your request for supplies and/or reimbursement claim.