

Chapter Thirteen: Reimbursement Forms and Procedures



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DEPARTMENT OF PLANNING AND LAND USE

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www.sdcounty.ca.gov/dplu

PURCHASING GUIDELINES AND REIMBURSEMENT PROCEDURES FOR PLANNING AND SPONSOR GROUPS

Purchasing Guidelines:

The following is a list of services and supplies that have been authorized and are either available through the Department of Planning and Land Use (DPLU) or whose cost can be reimbursed.

The Department encourages each group to order supplies through the County by contacting the Planning and Sponsor Group Coordinator, Cheryl Jones, at (858) 694-3816. However, if you wish to purchase these items yourself the Department will reimburse you.

1. Postage
2. Copying
3. Office Supplies
 - a. Calendars
 - b. File folders
 - c. Typing paper
 - d. Envelopes
 - e. Return Address Stamps
 - f. Name-plates
 - g. Equipment under \$50.00
 - h. Other similar types of office supplies
4. Post Office Box Rentals and Meeting Hall Rentals
5. Letterhead (must be purchased through DPLU)

6. Mileage is a reimbursable expense for members that are selected by the group to represent their group at County meetings. Please fill out the AUD 277-A form attached.
7. Telephone Calls from the Chair and/or Secretary of the group. This applies only when it is not possible to call using the Department's toll free telephone number (1-800-411-0017). This number can be used to reach any staff person at DPLU, DPW, or DEH located at 5201 Ruffin Road Suite B.

All of the items listed above are reimbursable expenses.

Each reimbursement request should not exceed \$100.00. The County of San Diego's fiscal year begins with July 1st and ends on June 30th. All requests for reimbursement must be received 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. Complete DPLU form #002 "REQUEST FOR SUPPLIES AND REIMBURSEMENT OF AUTHORIZED EXPENDITURES" (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 (the Chair or Secretary) of your group.
3. All claims for reimbursement must be accompanied by the original receipt. Copies of receipts will not be accepted.
4. The completed form and receipt should be mailed to:
Cheryl Jones
Department of Planning and Land Use
Planning & Sponsor Group Coordinator
5201 Ruffin Road, Suite B
San Diego, CA 92123
5. Please allow 4 to 6 weeks for processing of your request.



COUNTY OF SAN DIEGO DEPARTMENT OF PLANNING AND LAND USE

Date: _____

TO: Cheryl Jones, Community Planning/Sponsor Group Coordinator

FROM: Payee Name _____

Payee Address _____

SUBJECT: REQUEST FOR SUPPLIES AND REIMBURSEMENT OF AUTHORIZED EXPENDITURES

The _____ would like to request the following:
Name of Group

1. Supplies requested:

2. Requested Expense Reimbursement for:

Amount: _____

Item(s): _____

If you need additional information regarding this request, please contact:

_____ at _____
Name Telephone

The receipts for this expense are attached. The request was **approved by the group** at the meeting of

_____ by a vote of _____
Date

Print Name

Position

Signature

*Payee of this claim cannot sign this claim confirming the approval by the group.

DO NOT WRITE IN BOX	
Approved _____	Denied _____
Date _____	Initial _____
Claim # _____	
Date Mailed _____	

