



County of San Diego

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DIRECTOR

PLANNING & DEVELOPMENT SERVICES
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KATHLEEN A. FLANNERY
ASSISTANT DIRECTOR

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. Post Office Box Rentals – **County can pay directly to USPS.** Please submit invoice to CommunityGroups.LUEG@sdcounty.ca.gov.
2. Posting Public Notices in Newspaper – County may be able to pay directly. Submit invoice to email above.
3. Meeting Hall Rentals not to exceed \$100.00/ hour – County can pay directly. Submit invoice to email above.
4. Postage
5. Copying
6. Office Supplies – May be ordered on your behalf:
 - 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. Letterhead (must be purchased through the Department of Planning & Development Services)
6. 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. Please submit Mileage Request for Reimbursement.
7. 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 in the form of an official vote and captured in the meeting minutes.
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 reimbursement form, receipt and meeting minutes approving the reimbursement should be emailed to CommunityGroups.LUEG@sdcounty.ca.gov. It may also be mailed to:

**County of San Diego, Planning & Development Services
Planning and Sponsor Group Liaison
5510 Overland Avenue, Suite 310
San Diego, California 92123**

5. Please allow 6-8 weeks for processing your request for supplies and/or reimbursement claims.