

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** December 3, 2020

**To:** Senior High School Principals

**Subject:** ATHLETIC REIMBURSEMENTS

**Department and/or**

**Persons Concerned:** Senior High School Principals, Vice Principals Who Oversee Athletics, Athletic Directors & Senior High Financial Clerks

**(Due Date only if required)** By the end of each month

**Reference:** [Administrative Regulation \(AR\) 3458\(a\)](#)

**Action Requested:** Senior High Financial Clerks are required to submit athletic reimbursements to the Accounts Payable (AP) Department monthly

**Brief Explanation:**

The district provides financial support of interscholastic athletics to ensure that all interested students in senior high schools have an opportunity to participate in district-approved interscholastic sports. To provide schools with a method of making immediate payment for authorized interscholastic athletic program expenditures, these non-salary expenditures can be processed through use of student body funds. ASB may process claims for allowable non-salary interscholastic athletic expenditures which may require immediate payment and, in turn, may request payment/reimbursement from the school's allocation of athletic program support funds being held by the district. In effect, a school "draws" on its portion or allocation of district support for its interscholastic athletics program. Requests for reimbursement are routed to the Accounts Payable Department.

**Process:**

1. Financial Clerks are required to submit athletic reimbursements to the Accounts Payable (AP) Department on a **monthly basis**.
2. While preparing the submission, Financial Clerks must:
  - a. Show the total on the cover sheet.
  - b. Ensure that the school site has sufficient funds on all of the budgets used, or work with the person at the school site to ensure that the school site has sufficient funds on all of the budgets used; otherwise, the appropriate person at the school site will need to work with District Finance to make the necessary transfers to cover the expense(s) (which delays the reimbursement process).
  - c. Ensure each accompanying invoice and/or voucher includes:
    1. Description of purchase (item or service)
    2. From whom purchased
    3. Invoice/voucher date
    4. Cost

5. Quantity
  6. Proof of receipt of materials and/or services (signature of school official certifying receipt)
  7. Proof of payment – ASB check number, date and invoice/voucher marked “paid”
  8. Signature of person authorized to make sure purchase and payment  
\*All invoices and/or vouchers of the same category (item code) must be grouped together with an adding machine tape identifying the same. The total of each group must be posted to the summary claim form and the cost center code entered.
- d. ArbiterPay officials reimbursements need to be submitted on a separate Reimbursement Claim Form.
1. The submission must include an ArbiterPay Transaction Report, run and printed from ArbiterPay, that reflects actual fees paid to officials.
  2. Prefunded amounts are not to be submitted for reimbursement and will not be accepted.
  3. The ArbiterPay report will include processing fees that can be included on the Reimbursement Claim Form with the appropriate budget based on what was decided by the school site.
  4. Gate officials are funded by gate income and therefore are not to be claimed through the athletic reimbursement process.
- e. Have the Principal review and sign off on the cover sheet of the AK Reimbursement form. The Athletic Department recommends that both the Vice Principal who oversees athletics and the Athletic Director both review the cover sheet and accompanying documentation prior to principal approval.
- f. Ensure assets are purchased using the District’s ERO system rather than via ASB in order to properly track the assets.
1. Assets are \$500 or more (single cost item excluding tax and S/H).
  2. In order to track the asset, the purchase must be processed using the District’s eProcurement requisition ordering system. This ensures the assets are properly inventoried, tagged, and provides property insurance, and maintenance services for repair.
  3. An item is an asset if it meets the following criteria:
    - a. The item is worth \$500 or more per unit.
    - b. The item is a good (a physical item, not a service).
    - c. The item is non-consumable. It can’t be diminished or used up. Normal service life in excess of two years, retains original shape and appearance with use. Note easily broken, damaged or lost in normal use.
    - d. The item is more economical to repair than to replace.
3. While we are working remotely, all AK Reimbursements must be scanned to the designated AP Specialist: (please see page 3 for your school’s AP Specialist)

<b>AP Specialist</b>	<b>High School</b>
Tina Jair	Clairemont HS
Tina Jair	Crawford HS
Celeste Gutierrez	Hoover HS
Amy Fulford	Kearny HS
Terry Marino	La Jolla HS
Terry Marino	Lincoln HS
Celeste Gutierrez	Madison HS
Celeste Gutierrez	Mira Mesa HS
Celeste Gutierrez	Mission Bay HS
Celeste Gutierrez	Morse HS
Terry Marino	Patrick Henry HS
Terry Marino	Point Loma HS
Mercedes Wiles	San Diego HS
Mercedes Wiles	Scripps Ranch HS
Mercedes Wiles	Serra HS
Amy Fulford	University City HS

This list is as of November 6, 2020 (new AP assignments effective October 1, 2020).

Scott Giusti  
Director  
Dept. of Interscholastic Athletics, APE, ASB,  
JROTC, PE & SHEP

APPROVED:

Sofia Roditti  
Chief, Leadership and Learning

SS:ss

Attachments (2)

Attachment 1: Athletics Interscholastic Summary Reimbursement Claim Form

Attachment 2: Athletic Resource Allowable Expenses