

## San Diego Unified School District

## Interscholastic Athletics Summary Reimbursement Claim

Prepare three copies. Send two copies to Accounts Payable, Finance Department, Education Center, Room 3141 and include the original receipted invoices and/or vouchers. Make copies of the original receipted invoices and/or vouchers to be retained at the school site.

\_\_\_\_\_ Student Body Fund  
School Name

Item Code	Description of Materials / Services	Budget Charge Number XXXX – Cost Center	Amount
A	Athletic Supplies	XXXX-00021-00-4301-4200-1110-01000-0000	\$
B	Officials' Fees (Consult Services)	XXXX-00021-00-5801-4200-1110-01000-0000	\$
C	Ambulance (Contract Services)	XXXX-00021-00-5853-4200-1110-01000-0000	\$
D	Transportation (Bus – Football / Track)	XXXX-00021-00-5735-4200-1110-01000-0000	\$
E	Transportation (Cars/Mileage – Other Sports)	XXXX-00021-00-5203-4200-1110-01000-0000	\$
F	Equipment/Uniform (Contract/Svcs Equipment)	XXXX-00021-00-5613-4200-1110-01000-0000	\$
G	Facilities Rental (Rental of Educational Facilities)	XXXX-00021-00-5621-4200-1110-01000-0000	\$
H	Tournament Fees (Kiwanis, Lions etc.)	XXXX-00021-00-5302-4200-1110-01000-0000	\$
I	Other (Describe)	XXXX-000XX-00-XXXX-4200-1110-01000-0000	\$

Note - Each invoice and/or voucher must include:

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 such 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.

I hereby certify that the above-listed purchases were paid from Student Body Funds as shown on the attached invoices and /or vouchers.

\_\_\_\_\_  
Principal's Original Signature

\_\_\_\_\_  
Date

Exhibit version: July 24, 2018  
Effective: November 1, 2018

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
San Diego, California