Subject: SPORTS OFFICIALS (Payment Voucher)

A. Payment to Sports Officials is processed by using the Payment Voucher for Sports Officials form. This form must be completed, then signed by the Official being paid, and signed by the Budget Manager of the funds being used to make the payment.

B. If reimbursement is being requested for supplies purchased by the Official, the original detailed receipt must be attached to the payment voucher.

C. A purchase request must be entered in BusinessPlus for the payment.

D. The following instructions should be used to complete the form:

1. SCHOOL: Name of school where officiating was done.

2. DATE SUBMITTED: Date form is completed.

3. PURCHASE ORDER NO.: The approved purchase order number in BusinessPlus.

4. EVENT/SPORT: Description of event/sport where the officiating was done.

5. EVENT DATE(S): The date or dates of the officiating.

6. SPORTS OFFICIAL'S NAME & MSHSAA #: The printed or typed name of the official and MSHSAA number.

7. SPORTS OFFICIAL'S SIGNATURE: Signature of the official to be paid.

8. VENDOR NUMBER: The Official’s vendor number in BusinessPlus.

9. OFFICIATING FEE AMOUNT: The amount to pay the Official for the officiating.

10. ACCOUNT CODE: The location code and project code where the officiating expenses are to be charged.

11. FOR SOCCER ONLY, PLEASE SPECIFY POSITION WORKED: Check the appropriate box(es) for position worked for event(s).

12. FOR TOURNAMENTS, INDICATE NUMBER OF GAMES WORKED: Write in the number of games worked in the tournament.

13. TRAVELING FROM LOCATION: Name of the city where the Official is traveling from.

14. NUMBER OF MILES DRIVEN (ROUNDTTRIP): The roundtrip miles driven by the Official for the event.
15. TOTAL MILEAGE AMOUNT: The number of miles multiplied by $0.45.

16. ACCOUNT CODE: The location code and project code where the mileage is to be charged.

17. DESCRIPTION OF SUPPLIES PURCHASED FOR EVENT: Details of the items purchased by the Official for the event/sport that we are reimbursing.

18. SUPPLIES AMOUNT: The amount (from the receipt) for the supplies purchased.

19. ACCOUNT CODE: The location code and project code where the supplies are to be charged.

20. TOTAL SUPPLIES AMOUNT: The total amount of the supplies purchased.

21. GRAND TOTAL DUE TO OFFICIAL: Add the officiating fee amount, total mileage amount, and total supplies amount.

22. BUDGET MANAGER APPROVAL: Signature of the Budget Manager responsible for the budget where the expenses are being charged.

23. BUSINESS SERVICES APPROVAL: Signature of approval from the Business Services office.
PAYMENT VOUCHER FOR SPORTS OFFICIALS

COLUMBIA PUBLIC SCHOOLS
PAYMENT VOUCHER FOR SPORTS OFFICIALS

**SCHOOL:**

**DATE SUBMITTED:**

**PURCHASE ORDER NO.:**

**EVENT/SPORT:**

**EVENT DATE(S):**

**OFFICIATING FEE PAYMENT**

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Officiating Fee Amount</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>140 0 0 0 0 0313</td>
</tr>
</tbody>
</table>

For sport(s) only, please specify positions worked:
- [ ] Varsity - [ ] AR
- [ ] J.Varsity - [ ] AR
- [ ] Freshman - [ ] AR

If more than one sport(s) is listed above, list the number of games worked:

**TRAVEL MILEAGE PAYMENT**

<table>
<thead>
<tr>
<th>Traveling From Location</th>
<th>Number of Miles Driven Roundtrip</th>
<th>Mileage Rate</th>
<th>Total Mileage Amount</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$0.45</td>
<td>$</td>
<td>140 0 0 0 0 6344</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.65</td>
<td>$</td>
<td>140 0 0 0 0 6344</td>
</tr>
</tbody>
</table>

If this official is a member of a group that CPS has a formal written agreement with to pay a different mileage rate than $0.45, change the rate above and attach agreement.

**REIMBURSEMENT FOR SUPPLIES PURCHASED BY OFFICIAL**

<table>
<thead>
<tr>
<th>Description of Supplies Purchased For Event</th>
<th>Supplies Amount</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>140 0 0 0 0 6412</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>140 0 0 0 0 6412</td>
</tr>
</tbody>
</table>

Total Supplies Amount $ 

**Total due to Official**

Budget Manager Approval

Business Services Approval

REV 09/22/10

*See book for balance and project codes