

4.2 Business Operations Division Bond Reimbursement Request Procedure

Purpose

City Debt Management procedures require retention of all documentation supporting requests for reimbursement from tax-exempt or tax-advantaged debt proceeds. Retention may be in the form of electronic (provided that guidelines provided in the Debt Tax Compliance Procedures are met) or paper copies of all expenses supporting the reimbursement request. This procedure describes Business Operations requirements for preparing these reimbursement requests related to debt-financed projects managed by Business Operations with paper copies of documents supporting the reimbursable expenses.

Requirements

Process for retaining paper copies of documents in support of bond reimbursement requests

1. Each month, after the accounting period closes, prepare a reimbursement request for valid reimbursable expenses incurred on bond funded projects. The date of reimbursement request should be one month plus one day after month end.
2. Run the transaction S_ALR_87013542 to report on WBS element(s) financed with bonds.
3. Print the report (this will document date parameters).
4. Drill down on total cost to list all postings supporting total dollar amount and sort by WBS element. Either print as is or export to Excel and sort as needed with pivot table and print.
5. Calculate the amount of reimbursement request and provide cross walk between request and report.
6. In SAP drill down to source documents and print out:
 - a. For personnel services – Drill down on total cost and print details showing PERNER, cost of hours, and quantity of hours
 - b. For External M&S – print invoices. If invoice is split between a reimbursable WBS element and a non-reimbursable WBS element then note this on invoice.

- c. For Internal M&S
 - i. If billing done through internal order
 - 1. Print report on internal order (SAP transaction S_ALR_87012993)
 - 2. Drill down on total cost of personnel services and print details showing PERNER, cost of hours, and quantity of hours
 - 3. For External M&S – print invoices
 - 4. There will be no Internal M&S in an internal order
 - ii. If billing is done via a side system – Go to side system and using reference number in posting to SAP print out report from side system showing details of costs.
- 7. Attach copies of printouts described in 3-6 above to signed reimbursement request. Make file copy and submit original to Debt Management.
- 8. Retain file copy with all previous bond issues reimbursement requests for project for life of debt obligations and any refinancing used to repay the obligations, plus three years, under Archives Retention Schedule 1003-09.

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