

City of Austin Independent Citizens Redistricting Commission Budget Quick Reference

The ICRC has a \$140,000 budget for expenses related to the ICRC task of creating single member districts – such as advertising, consultants, outside attorney, and temporary staff.

Designate one staff person (“designee”) to receive invoices or receipts from ICRC members, staff, consultants and counsel; to review invoices or receipts; and to forward to the Budget Office invoices or receipts for payment or reimbursement.

Entities submitting invoices to the designee for payment must first register as a city vendor, if not already registered. Vendor registration is online at:

https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm

The designee may forward reviewed invoices or receipts by email or mail to:

City of Austin Budget Office

Attn: Lauren Brumley

P.O. Box 1088

Austin, TX 78767

Lauren.Brumley@austintexas.gov

Inter-office mail sent attention Lauren Brumley to FSD-Budget

Petty cash reimbursements are available for amounts up to \$150. A “petty cash” reimbursement is cash reimbursement for an ICRC expense already incurred. The reimbursement request must include the related receipt and form (see attached).

Petty cash, credit card payment, and budget questions may be directed to Lauren Brumley, 512-974-9106.

City of Austin Request for Payment/Reimbursement of Business Expense

Employee _____
Last Name, First Name

Employee ID _____

Vendor Name _____
(if request for direct payment)

Vendor Code _____
(employee if reimbursement, vendor if payment)

Date _____

Department Contact _____

Department _____

Phone _____

Explanation of Charges

All original receipts and back-up documentation must be attached.

Date	Type & Location of Event	Event Participants & Business Relationship or Titles	Business Purpose of Expenditure	Amount
Total				

***All columns must be completed to ensure processing. Attach additional copies of form if necessary.**

CERTIFICATION:

I certify that the above listed charges are true, correct, and unpaid.

Signature of Individual Certifying and Requesting Payment

Date

Departmental Approval: Department Head or designee

Date