

SAF/CAF FUNDS ONLY-EMPLOYEE REIMBURSEMENT RFP'S

- ❖ Please make sure you are selecting the AP Compliance Technician as the AP Specialist for all SAF/CAF Funds Only-Employee Reimbursement RFP's. Selecting another AP Specialist may delay payment of the RFP.
- ❖ Keep in mind that any questions on the process or budget codes used for these RFP's should be directed to Brenda Ketchum. AP only makes the final approval after it's been reviewed by Brenda.
- ❖ There are detailed instructions on the Bookkeeper's page on the Intranet under New Items To Review. They are entitled "Procedures for Employee SAF/CAF Reimbursements"