

Guidelines for Activity Fund Checks for Services

GO (Pay directly with activity fund check)	STOP (Follow Payments for Services Rendered process outlined in the APS Activity Fund Manual on Page 30)
<ul style="list-style-type: none"> • Government Agencies – State of New Mexico, County of Bernalillo, City of Albuquerque - Examples: Bio Parks - Zoo, Aquarium, Botanical Gardens, etc., parks/open spaces, National Hispanic Cultural Center, pools, most museums to include the Nuclear Museum (see exception(s) on the STOP side), KiMo Auditorium, golf courses, food permits, Explora!, Railrunner/Rio Metro Regional Transit District, etc. • Publicly Owned Colleges/Universities (Example: CNM, UNM, etc.) • Select Field/Activity Trip Destinations (Examples: incorporated entities Cinemark, UA, Regal, Walt Disney Studios, Balloon Fiesta, Balloon Museum, Popejoy, NM Young Actors Inc., Disneyland, Universal Studios etc.) • Inter-APS (Examples: Athletics, Graphics and Production, Food Services, M&O, Risk Management, Transportation Mechanical Center (TMC), etc.) • Registrations paid to the organization (Example: DECA) • Memberships (Examples: Costco, Sam’s Club, NMMEA (NM Music Educators’ Association) etc.) • Subscriptions • Scholarships for students attending a Publicly Owned College/University (see http://www.univsource.com) • The Referees Association/NM Activities Association • Phone and Utility Bills • Restaurants • Products purchased for fundraisers • Registered Charities (to verify registered charities, go to http://www.irs.gov/charities/index.html) • Purchase of any tangible merchandise that may have a service associated with it (Examples: a trophy <i>with</i> an engraving, t-shirts <i>with</i> embroidery, yearbooks, etc.) • Website Maintenance and Licensing • Employee Reimbursements • Travel Expense Reimbursements after the event, including hotels, airlines, rental cars, parking fees, etc. See Note. 	<ul style="list-style-type: none"> • Other Field/Activity Trip Destinations – (Examples: McCall’s Pumpkin Patch and other farms, Las Golondrinas, Cliffs, Isotopes, Sandia Peak Tramway, Bowling Facilities, Star Fire Day Camp, Rio Grande Community Farm, Shady Lakes, Rattlesnake Museum, Main Event, Slim Goodbody Programs, Gathering of Nations, Challenger Learning Center, Indian Pueblo Cultural Center, Hummingbird Music Camp -contact the Activity Fund Support Office if you have any questions) • Registration Fees Paid to Individuals (Examples: cheer/dance camps, athletic camps, coach camps, etc.) • Repairs that APS cannot perform • Payments to Individuals for Services Rendered (Examples: Clinicians, DJ’s, Individuals serving as referees/referee assigners, Storytellers, etc.) • Rentals (Examples: tents, chairs, jumpers, etc.) • Printing/Copying (Example: Kinko’s, etc.) • Water Cooler, Coffee Service and Pest Control • Catering • Students Performing Services • Cash Awards/Prizes/Honorariums paid to anyone, including students, parents, volunteers, and employees • Dry Cleaning • Embroidery/Engraving/Silk-screening Services alone/not associated with the purchase of goods • Direct payment to a hotel • Bus Companies (excluding APS TMC) & Limousine/shuttle services • Scholarships tendered directly to a private institution or anyone other than an institution of learning • Albuquerque Convention Center • YMCA (for services) • AMSSL • Travel Agencies

Note: All reimbursements must be made after the event. Reimbursed for the purchase of airline tickets cannot be processed until after the tickets are used. For all travel reimbursements, the district standard travel procedures should be followed, and an “Out of Town Travel Expenses” form (AF Manual, D-21) MUST be completed and approved prior to traveling.

This list is subject to change based on IRS determinations at any time without notice. Please check the list often to ensure compliance with APS procedures and/or to process payments to vendors in a timely manner.

This list and the examples are a general representation of common Activity Fund service payments. This list is not meant to show a preference for certain entities/individuals. Specific entities are listed (and may be added in the future) because of specific real life Activity Fund service payment examples. Therefore, there may be some instances/entities/individuals not covered in this list.

For help in determining which process to use, please contact the Activity Fund Support Office.