

**REFPAY  
OFFICIALS PAYMENT SYSTEM**

**485 OFFICIALS (NOT INCLUDING TOURNAMENT OFFICIALS)**

**TO PAY AN OFFICIAL**

**FILL IN VOUCHERS AND PRINT (Social Security Number Exposed)**

**PRINT ENVELOPE 1 PER GAME FOR COACHES TO KEEP VOUCHER AND SS# SECURE**

**STUFF ENVELOPES**

**HAND OUT TO COACHES**

**UPON RETURN (QUESTIONABLE AT BEST) - FOLLOW-UP & HUNTING DOWN OFTEN TIMES NECESSARY**

**MAKE 2 COPIES**

**COMPLETE CHECK REQUEST**

**ATHLETIC DIRECTOR SIGNATURE**

**GIVE TO ASB**

**ASB APPROVAL**

**ADMIN. SIGNATURE**

**PRINT CHECK**

**ADMIN SIGNATURE ON CHECKS**

**STUFF ENVELOPES**

**MAIL TO DISTRICT OFFICE**

**MAIL TO OFFICIAL**

**POSSIBLE GLITCHES - THAT WILL REQUIRE FOLLOW-UP**

**VOUCHER PRINTED INCORRECTLY**

**COACH DOESN'T RETURN PROMPTLY OR AT ALL**

**OFFICIAL DOESN'T COMPLETE VOUCHER OR PRINTING IS ILLEGIBLE**

**RETURNED FROM ASB FOR VARIOUS REASONS**

**SENT TO WRONG OFFICIAL DUE TO INCORRECT ADDRESS**

**COST BREAKDOWN**

**TO COMPLETE 25 VOUCHERS**

**ATHLETIC SECRETARY - 3 to 4 HOURS (completing both vouchers and check requests)**

**ASB CLERK - 4 - 5 HOURS (as per Acct. Clerk UHS)**

**PAPER - 1,455 COPIES - \$17.00 (485 COLOR - 970 WHITE)**

**POSTAGE - FOR 485 OFFICIALS \$218.25 @ .45/Stamp**

**INK - 1,455 - \$30.00 ( \$40.00 FOR 2000 COPIES)**

**END OF YEAR 1099 RECONCILIATION**

**ASB ACCT. CLERKS AND PAYROLL - 12 - 16 HOURS (as per Acct. Clerk WHS)**

**(Breakdown attached)**