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Reimbursement Instructions

Instructions for Form A-19

Follow these instructions when filling out form A-19 for expense reimbursements.

1. Please attach all Receipts, Invoices, Proofs of Payment or Fundraising Forms to the A-19 Form. Reimbursements cannot be made without these important pieces of information.

2. Print Form

3. Complete form A-19

- Enter Agency Name
- Name and Complete Address of who is receiving the reimbursement
- Date of purchase or invoice
- Brief Description of purchase and the reason for it
- Total amount to fulfill expenses paid
- Statewide Vendor Code (SWV) number
- Contact number

4. Sign Form

5. Attach original Receipts, Invoices, Proofs of Payment or Fundraising Forms

6. Send to:

Combined Fund Drive
Attn: Dawn Sanquist

Or

Combined Fund Drive
Attn: Dawn Sanquist
PO Box 40250
Olympia, WA 98504