



Invoicing for Reimbursement

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

- a. Enter Agency Name
- b. Name and Complete Address of who is receiving the reimbursement
- c. Date of purchase or invoice
- d. Brief Description of purchase and the reason for it
- e. Total amount to fulfill expenses paid
- f. Contact number

4. Sign Form

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

6. Send to:

Combined Fund Drive
Attn: Kim Bzotte
MS: 47530

Or

Combined Fund Drive
Attn: Kim Bzotte
P.O. Box 47530
Olympia, WA 98504

Thank you for "Making a World of Difference." Please don't hesitate to contact us at 360-664-1995 if you have any questions or concerns regarding this form.