



6880 Capitol Boulevard S.
PO Box 40250
Olympia, WA 98504-0250
360-704-7143
www.cfd.wa.gov
cfd@sos.wa.gov

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: Dawn Sanquist

Or

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