



## CFD Reimbursement Process & Instructions

There are two types of events for which the CFD can reimburse expenses:

### 1. Kick Off/Promotional Events

These are events that you have where there the CFD is promoted but no money is collected. The CFD has established an amount each agency has for these events. Please contact the CFD office for more information.

### 2. Fundraisers

Fundraisers are events where money is collected in support of one or more CFD charities.

#### **Step 1**

- Regardless of the event, keep the original receipts for each expense incurred.

#### **Step 2**

- **Your agency** may pay for these costs, but if an employee pays for these costs, your agency will need to reimburse you for these expenses. Most likely you will need to fill out Form A-19. You can find this form on our web page. [Click Here](#) and look for the A-19 form in the drop down list under the “Fundraising Resources” header.

#### **Step 3**

- Complete Form A-19
  - 1) Enter agency name
  - 2) Name and complete address of who is receiving the reimbursement
  - 3) Date of purchase or invoice
  - 4) Brief description of purchase and the reason for it
  - 5) Total amount to fulfill expenses paid
  - 6) Your agency Statewide Vendor (SWV) Number (available from your agency fiscal office)
  - 7) Contact number
  - 8) Make sure the form is signed

#### **Step 4**

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

**Step 5**

- Send A-19 to:

Combined Fund Drive  
PO Box 40250  
Olympia, WA 98504-0250

Your agency should receive a reimbursement within 30 days of receipt at the CFD office.

Please direct any questions to:

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