



## CFD Reimbursement Process

There are two types of events that 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 one or more CFD charities.

#### **Step 1**

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

#### **Step 2**

- 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**

- Your agency will then need to fill out an A-19 form to receive a reimbursement from the CFD office.

#### **Step 4**

- Your agency then sends the **A-19** and **Copies** of all receipts/invoices to:

Combined Fund Drive  
PO Box 40250  
Olympia, WA 98504

Your agency should receive a reimbursement within 2-4 weeks of receipt at the CFD office.

Please direct any questions to:

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