

Reimbursement Instructions

AGENCY FISCAL PERSONNEL:

Fiscal personnel will reimburse the CFD volunteers and then seek reimbursement from the state CFD office by following these instructions:

1. Makes copies of all receipts, invoices, proofs of payment or fundraising forms for your records. Reimbursements cannot be made without these important pieces of information.
2. Complete and print the A-19 form (field names are listed below in red):
 - a. Enter agency name (*AGENCY NAME*)
 - b. Name and complete address of person receiving the reimbursement (*VENDOR OR CLAIMANT*)
 - c. Date of purchase or invoice (*DATE*)
 - d. Fundraiser name and brief description of purpose for it (*DESCRIPTION*)
 - e. Total amount to fulfill expenses paid (*AMOUNT*)
 - f. Statewide vendor code (*VENDOR NUMBER*)
 - g. Contact number (*TELEPHONE NUMBER*)
3. Sign form
4. Attach original receipts, invoices, proofs of payment or fundraising forms
5. Present A-19 form with receipts to your agency fiscal personnel or Campaign Leader.
6. Send to:

Combined Fund Drive
Attn: Dawn Sanquist
PO Box 40250
Olympia, WA 98504-0250

For questions please call the Combined Fund Drive at 360-902-4162 or cfid@sos.wa.gov.

