

## Reimbursement Instructions

### CFD VOLUNTEERS:

State employees who are seeking reimbursement for funds used to promote the CFD in their division must follow these instructions when filling out form A-19 for expense reimbursements.

Before submitting any requests for reimbursement, please submit a [Fundraiser Event Form](#) to your agency's Campaign Leader highlighting how much money was raised at your event.

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. 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.

For questions please call the Combined Fund Drive at 360-902-4162 or [cfid@sos.wa.gov](mailto:cfid@sos.wa.gov).