

Washington Auto Theft Prevention Authority
Reimbursement Form Instructions

Award recipients are to use the attached A-19 voucher and Reimbursement Request forms when submitting expense reimbursement requests to the Washington Auto Theft Prevention Authority.

The reimbursement request form is primarily a budget status summary and lists the approved award amount, total billings, current billings, past billings and current budget balance. It is to be completed each time an agency requests payment.

The A-19 is used to detail expenses. Provide sufficient information to fully explain the expenses incurred. Attach support documents to the A-19 (receipts, invoices, etc.) when completed and submit to WATPA with the Reimbursement Request Form.

Requests for payment are to be submitted no more than once each month.

These forms are available to download at <http://WATPA.WASPC.org> , under “Grants”.

If there are any questions regarding the reimbursement process please call or contact:

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