**Washington Art Education Association**

**Reimbursement Form**

The Washington Art Education Association (WAEA), is a 501 (c) 3 non-profit organization dedicated to promoting excellence in art education through advocacy, leadership, scholarship and professional development for the state of Washington.

 WA Tax ID # 601343542 Fed Tax ID # 94-3154898

 Business Address: Contact: Follow Us Online:

 P.O. Box 1891 Latona Minish, Treasurer waea.net/Facebook

 Snohomish, WA 98290 (360) 568-3077

ADMINISTRATION EXPENSE CODES:

**A-1** AWARDS/MEMORIALS

**A-2** ADVOCACY

**B-1** BOARD (MEETINGS, MILEAGE, GOTOMEETING, ETC.)

**C-1** CONFERENCE

**C-2** CONTRACTED SERVICES (BANK, WEBSITE, INSURANCE, ETC.)

**O-1** OFFICE SUPPLIES

**P-1** PROFESSIONAL DEVELOPMENT (DELEGATES, REGIONAL CONF., RETREATS, ETC.)

**P-2** PUBLICATIONS/SPLATTER

**S-1** SCHOLARSHIP FUND

**Y-1** YOUTH ARTS SHOWS (ESD, OSPI, YAM, ETC.)

CODE # REASON FOR EXPENSES AMOUNT

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Make Check Payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total $\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF PERSON MAKING REQUEST FOR FUNDS / TITLE DATE SUBMITTED

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AUTHORIZATION SIGNATURE / TITLE DATE RECEIVED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_ CHECK # \_\_\_\_\_\_\_\_\_\_\_

 Attach Receipts Here: