

Reimbursement Request Form

Mailing Address: WAEA 3814 N. 22nd St. Tacoma WA, 98406

WA Tax ID #601343542

Fed Tax ID #94-3154898

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

Administrative Codes			
A-1	Awards/Memorials	O-1	Office Supplies
A-2	Advocacy	P-1	Professional Development (Local, State, Regional & National Leadership Training and ProD)
M-1	Meetings (Mileage, Meeting Expenses)	P-2	Publications/Splatter
C-1	Conference or Retreat Expenses	S-1	Scholarship Students
C-2	Contracted Services (Bank, Website, Insurance, etc)	S-2	Scholarships for Educators
T-1	Tax, Finance and Legal Services	Y-1	Youth Art Shows (ESD, OSPI, YAM)

Code	Reason for Expense	Amount
TOTAL		

Person or Organization to Make Check Payable to	
Address to send Check	
Signature	
Date	

Office Use Only		
Authorizing Signature	Date Received	Check #