

WA State Administrative Office of the Courts
CLJ Therapeutic Courts
A19 Reimbursement Submission Checklist FY2025

Reimbursement requests document what you purchased, that you paid for what you purchased, and if appropriate, that you received what you purchased.

Reimbursements can only be approved for services performed during this contract period: July 1, 2024 – June 30, 2025.

For each cost that you request reimbursement for, backup documentation is required. Remember that you can only request reimbursement for purchases that are either approved as part of the contract or approved in a written exception request. Refer to IAA Attachment B: Use of Funds for allowable and non-allowable expenses.

In order to process your reimbursement request, the following information is required.

A19 form must include:

Vendor/Claimant Section

- ☐ Court Name
- ☐ Court Address
- ☐ Contract Number
- ☐ Signature
- ☐ Title
- ☐ Date Signed
- ☐ Preparer Contact Info

Line Item Section

- ☐ Date of Transaction or Invoice Date (listed chronologically)
- ☐ Vendor – Item Description – Spending Category
- ☐ Line Item Amount (include amount charged to funding)
- ☐ Total Request Amount



See sample A-19 packet. Multiple line items can be included on one A19 form. You can add lines to the form. Convert to PDF. One A19 form per reimbursement request.

Backup Documentation – Attached to A19 and combined into one PDF packet

- ☐ Billing invoices/Receipts must include:
 - Service/Invoice Date
 - Vendor Name
 - Description of Services rendered/Items Purchased
- ☐ Backup documents converted to PDF and attached chronologically

A19 Packet

- ☐ A19 Packet attached in email to Payables@courts.wa.gov
AND CLJTherapeuticCourtsApplications@courts.wa.gov