



To avoid delay in processing your request for reimbursement, please check the following before submitting your A-19 Invoice Voucher:

- ✓ You are using the correct, most-recent A-19 form
- ✓ All costs are allowable and fall within the approved line items of your budget
- ✓ The sum of all costs do not exceed your budgeted amount by line item or total
- ✓ All costs are listed in your approved statement of work
- ✓ All sources of funding are identified: Federal vs. Match (local share, cash, in-kind)
- ✓ All costs are documented in your accounting system, including non-cash contributions (in-kind) and all records are available for review
- ✓ Only costs incurred for the current month or quarter are invoiced on the A19
- ✓ You have included all required receipts, invoices, etc.

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