



**WEST ADA**  
EDUCATION FOUNDATION

## WEST ADA EDUCATION FOUNDATION REIMBURSEMENT PROCESS

You have a balance in a Foundation fund and would like to utilize them

### I AM USING A P-CARD

Complete District Purchase  
Request Form

Approved by principal or AD

Purchase Occurs

Once transaction hits Wells Fargo  
code Ed Foundation items to  
01-000-00-000 114001

Follow your Schools District  
Accounting Principles to identify  
and complete remaining tasks such  
as uploading / coding

### I AM NOT USING A P-CARD

Approved by principal or AD

Obtain & Complete Foundation  
reimbursement form following all  
steps

Attach receipts

Email  
[reimbursements@westada.org](mailto:reimbursements@westada.org)  
or interoffice mail to us

Fundraiser/ Program name / Grant name examples: ARTS grant, Thank a Teacher, 104 PRIN etc.

If you have any questions please email: [WestAdaFoundation@westada.org](mailto:WestAdaFoundation@westada.org) or call us at 208-855 4500