



Created by Counties for Counties

Washington Counties Risk Pool
2558 RW Johnson Rd SW, Suite 106
Tumwater, WA 98512
(360) 292-4500
wcrp.info

WCRP Lexipol Reimbursement Request Form

REQUESTOR

Completed by: _____ County: _____
Email: _____ Date: _____

ELIGIBILITY

Member counties are eligible for 80% reimbursement of their Lexipol annual custody manual update and law enforcement manual update subscriptions 6 months after renewal, if the following criteria is met. The WCRP will review the quarterly health report to verify progress when a request is submitted.

- 80% of policies customized to your agency are issued.
- 80% of agency selected daily training bulletins are completed.
- 80% of the most recent year's updates have been addressed.

USE TAX DETAILS

Please complete for each invoice included within this submission.

Invoice #:	Invoice #:
Invoice Total: \$	Invoice Total: \$
Select one:	Select one:
Use Tax payment submitted to WA State in the amount of: \$	Use Tax payment submitted to WA State in the amount of: \$
Exempt from Use Tax	Exempt from Use Tax

REIMBURSEMENT & MAILING INSTRUCTIONS

Please include a copy of the county's W-9 and specific mailing instructions below.

Mail To:
Attention:
Address Line 1:
Address Line 2 (suite, bldg #):
City, State & Zip:

SUBMISSION INSTRUCTIONS

The designated Risk Manager must submit the materials listed below to MemberServices@wcrp.wa.gov.

- ✓ **Completed Request Form**
- ✓ **Copy of paid Lexipol invoice(s)**
- ✓ **Copy of the county's W-9**

Requests will be reviewed within 14 business days of receipt, and the Risk Manager will be contacted if there are any questions or concerns.

If you are having trouble accessing your agency's health report, please contact Risk-Claims@wcrp.wa.gov.