

## Troop 139 Reimbursement Request Form

| A. Event or Purpose of Reimbursement   |  |
|--|--|
| <b>Instructions:</b> Please use a separate form for each event or purpose. Examples: Spring Camporee, July 4 <sup>th</sup> Fundraising Event, Replace Padlocks in the Storage Room, etc. |  |
| Event or Purpose   |  |
| Date of Event/Purpose  |  |

| B. Description  |        |                         |
|---|--------|-------------------------|
| <b>Instructions:</b> Please attach all relevant receipts to this form. Circle the amounts on the receipts to clarify. |        |                         |
| Date  | Amount | Vendor/Item/Description |
|   |        |                         |
|   |        |                         |
|   |        |                         |
|   |        |                         |
| <b>TOTAL</b>  |        |                         |

| C. Requester Information   |  |
|--|--|
| <b>Instructions:</b> Enter requester's name and signature. Check will be made payable to the Requester unless special instructions are given in section D. |  |
| Requester Name (Print)   |  |
| Requester Signature  |  |
| Date of Request  |  |

| D. Special Instructions or Comments  |
|--|
| <b>Instructions:</b> Please enter other information here that may be relevant, Examples Make check payable to someone other than requester, mail check to, etc |
|  |

| For Treasurer Use  |  |  |  |      |  |
|--------------------|--|--|--|------|--|
| Approved By        |  |  |  | Date |  |
| Comments/Signature |  |  |  |      |  |
| Check #            |  |  |  |      |  |
| Amount             |  |  |  |      |  |
| Issued To          |  |  |  |      |  |