

# Missing Receipt Form

All purchases made with Troop funds must be documented. Each purchase must have a receipt from the vendor for the expenses. If a receipt is misplaced or lost, a Missing Receipt Form must be completed and it must be signed by both the leader and assistant leader, with a complete explanation of the expense. The troop may maintain this form with their troop records, unless an audit of troop finances is requested.

Date	Amount	Vendor	Explanation

For each expense listed above, the original receipt was lost or not obtained.  
These expenses are Girl Scout related.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2nd Signer

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*COUNCIL USE ONLY*

DATE RECEIVED: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_  
DATE DENIED: \_\_\_\_\_ IF DENIED, REASON: \_\_\_\_\_  
DATE OF NOTIFICATION: \_\_\_\_\_ COUNCIL SIGNATURE: \_\_\_\_\_