

# 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 Troop Leader and Troop Treasurer, with a complete explanation of the expense. ***The troop should 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.

Troop Leader: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2nd Signer

Troop Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*COUNCIL USE ONLY; For Troop Audit purposes*

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