

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: _____
Signature: _____ Date: _____

2nd Signer

Troop Treasurer: _____
Signature: _____ Date: _____

COUNCIL USE ONLY; For Troop Audit purposes

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