

# Reimbursement Form

All purchases made with Troop funds must be documented. For purchases made for a Girl Scout Troop from a personal account that need to be reimbursed, submit this form with a receipt of the purchase. This form and receipts can be turned in to the Troop Treasurer for documentation in troop paperwork. The troop may retain this form with its troop records, but must submit it if a troop audit is requested.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Amount	Vendor	Purchase Description

Total Reimbursement Amount: \_\_\_\_\_

Reimbursement Approved By: \_\_\_\_\_

Check Number: \_\_\_\_\_ Date Check Submitted: \_\_\_\_\_

*Council Use Only; For Troop Audit purposes*

DATE RECEIVED: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

DATE DENIED: \_\_\_\_\_ IF DENIED, REASON: \_\_\_\_\_

DATE OF NOTIFICATION: \_\_\_\_\_ COUNCIL SIGNATURE: \_\_\_\_\_