

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: _____