

Troop 139 Reimbursement Request Form

A. Event or Purpose of Reimbursement	
Instructions: Please use a separate form for each event or purpose. Examples: Spring Camporee, July 4 th Fundraising Event, Replace Padlocks in the Storage Room, etc.	
Event or Purpose	
Date of Event/Purpose	

B. Description		
Instructions: Please attach all relevant receipts to this form. Circle the amounts on the receipts to clarify.		
Date	Amount	Vendor/Item/Description
TOTAL		

C. Requester Information	
Instructions: Enter requester's name and signature. Check will be made payable to the Requester unless special instructions are given in section D.	
Requester Name (Print)	
Requester Signature	
Date of Request	

D. Special Instructions or Comments
Instructions: Please enter other information here that may be relevant, Examples Make check payable to someone other than requester, mail check to, etc

For Treasurer Use					
Approved By				Date	
Comments/Signature					
Check #					
Amount					
Issued To					