1 Copy for the Requestor
1 Copy for Troop Financial Records
Form Issue 1, 12-09-09

Section 1 - Authorization to spend money on a Troop function or event.

Purpose of this Form
Section 1: This form creates a written understanding between the Troop committee and any Troop member or volunteer who will spend money on a Troop function or event.
Section 2: This form documents the transfer of Troop funds to a Troop member or volunteer for the purpose of a cash advance to be used for the Troop function or event listed below.

The Troop Committee of Boy Scout Troop 595 authorizes _____

to spend money for the following Troop function or event:

_____

The maximum amount of money that the above-named person will be reimbursed for this function or

event is: $ _____

_____
(dollar amount in words)

_____ _____
signature any Troop committee member DATE signature Troop committee chariperson DATE

The Troop committee chairperson and any other committee member must both sign for this authorization to be valid

Section 2 - Cash Advance

I acknowledge that money in the amount of $ _____

_____
(dollar amount in words)

Was received by me as a cash advance for the function or event shown in section 1 of this form.

_____
signature Troop member DATE

(Treasurer)

Check Number _____

Date _____

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Section 3 - Request for Reimbursement from Troop Funds

Purpose of this Form
Section 3: *This form documents the expenditure of money for Troop functions or events. Troop members or volunteers that spend money on Troop functions or events must complete this form and present it to the Troop committee to obtain reimbursement.*

I _____ request reimbursement for the following personal expenses I incurred for the benefit of Boy Scout Troop 595.

To the best of your knowledge, include WHAT you bought, WHERE you bought it, WHEN you bought it and WHY you bought it.

Item Amount

_____

_____

_____

_____

_____

_____

_____

(continue on the back of this sheet if necessary)

Total amount _____

_____
signature of the person asking for reimbursement DATE

Section 4 - Acknowledgement of Reimbursement Received

Purpose of this Form
Section 4: *This form documents reimbursement received by a Troop member or volunteer.*

I acknowledge that money in the amount of $ _____

_____
(dollar amount in words)

Was received by me as reimbursement for expenditures I made for the benefit of Boy Scout Troop 595 as shown in Section 3 (above).

_____
Signature of person receiving reimbursement Date

(Troop Treasurer)

Check Number _____

Date _____