

Troop 90 Reimbursement Request Form

A. Event or Purpose of Reimbursement	
Instructions: Please use a separate form for each event or purpose. Examples: Summer Camp, Campout, Equipment purchase	
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
TAX		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		