

Tay House Troop 19, BSA

Check Request

Check to be made out to _____ Date ____/____/_____

Department charged to _____

Description	Cost	
Attach receipts to the back. Total		

Authorized by _____ Date paid ____/____/_____
Scoutmaster/ Assistant Scoutmaster Check number_____

Please use the above form to request a reimbursement check from the Troop for items that you purchased.

Clearly write the name of the person that the check is to be made out to and the date that you are turning in this form.

If you know the department that your purchase was for use that department name. If you are not sure leave this blank

Examples: food purchased for a campout would be Camping,
items for a troop meeting would be Program,
items for a Court of Honor would be Advancement

For the description you do NOT need to list each item, you can use groups like food or craft materials. List each store on a separate line, if you made purchases in multiple stores.

Attach your receipts to the back left corner.

Give the form to the Scoutmaster for the department that is paying for your purchase, for example if you purchased food for a campout it would be given to the Camping Department Scoutmaster.

You will receive the check by the next meeting.