



Troop 95 General Reimbursement Form

Request Date: _____

Requester: _____

Amount: _____

Authorizing Signature: _____

Purchase Date: _____

Purchased From: _____

Payment Method:
(how was it paid?)

- Cash (receipt attached)
- Check (Canceled check {or copy} or bank statement attached)
- Credit Card ('Customer Copy' of receipt, or copy of statement)
- Other: _____

Note: Approval must be obtained for reimbursement. Failure to obtain approval may result in having to incur the expenses. Signature of Troop 95 Committee Chair is required before Treasurer will issue check.

Description of item/service to be reimbursed: _____

Treasury Use only:

Check #: _____

Check Amount: _____

Issued Date: _____

Signature (Treasurer): _____

Charged to what Budget item: _____