

Check Request

This request is to be used any time Troop/SU funds are spent. Whenever possible, this should be in the form of a reimbursement, not an advance. **Receipts must be submitted for all expenses and submitted within 60 days.**

Requested by: _____ Date: _____

Check to be made out to: _____

Amount of check: \$ _____

____ Reimbursement (receipt must be attached)

____ Advance, receipts to follow by: _____ Receipts received on: _____

* Advance require approval from SU Manager / troop leader

Explanation of expense(s):

Please classify expense(s) into the appropriate categories indicated below:

| | | | |
|-------------------|----------|--------------|----------|
| Office supplies | \$ _____ | Refreshments | \$ _____ |
| Postage | \$ _____ | Events | \$ _____ |
| Printing (copies) | \$ _____ | Crafts | \$ _____ |
| Recognitions | \$ _____ | Other | \$ _____ |

Specify other: _____ \$ _____

_____ \$ _____

_____ \$ _____

Approved: _____ Date: _____

Leader/Co-leader/SUM/Event Director

CA: AT
AD-0356W 9/10/19

| TREASURER USE ONLY |
|--------------------------|
| Date received: _____ |
| Date paid: _____ |
| Check #: _____ |
| Paid by: _____ |
| Receipts attached? _____ |