BOY SCOUT TROOP 419 CHECK REQUEST

BOY SCOUT TROOP 419 Expense Report Guidelines

1 Expense report must be completed for any disbursement of funds from the Troop 419 Treasury

2 Unsupported expense of greater than $20 requires the Troop Committee Chairman's signature

3 To validate your claim, please submit proof of transactions.
ALWAYS OBTAIN ORIGINAL RECEIPTS, then **attach them to your expense form** when you turn it in.

4 Feel free to batch your expense claims, please subtotal expenses by event.

For Treasurer Use Only

Check number:

Amount:

$

Check date:

Date Input - Date Sent

I am requesting (check one):

Reimbursement ☐ of expenses incurred

Vendor Check ☐ for a Troop 419 vendor

Advance Funds ☐ for anticipated expenses
(follow-up expense report required)

For Advance, Date needed by:

Other ☐ describe below

Check to be sent to:

⇨

Troop Member or Vendor

⇨

Street Address

⇨

City, State, Zip

Describe Event(s) & Expense Purpose	Receipt Amount(s)

If questions arise, contact me at:

⇨ phone # email

*** Troop Committee Chairman signature required for:**
- unsupported reimbursements of > $20
- all check advances to individuals
- all direct payments to vendors

Signature, Troop Committee Chairman - Troop 419

Receipt Total $ -

No Receipt * $

Advance(d) to me * $
(reflect previously advanced funds as negative number)

Payment direct to vendor * $

Grand Total $ -

I provide that all expenses or advanced funds claimed are in support of the approved activities of BSA Troop 419 in San Dimas, Ca.
I understand that advanced funds must be supported by receipts, or be subject to reimbursement to Troop 419.

PRINT Name Signature Date

Note: ATTACH ALL ORIGINAL RECEIPTS