

Stapling Instructions for 8 1/2 x 11 papers

- Please place any 8 1/2 x 11 papers **BEHIND** this page, and please **STAPLE** at the top-left corner, as indicated.

Stapling Instructions for Cash-register receipts

- Please place any cash-register type receipts in the top-righthand corner - on **TOP** of this page - and please staple at the 2 locations indicated above.

BSA TROOP 33

Form 2: Reimbursement Request

(Rev 02/16)

Submitted by: _____ Date Prepared: _____ 201__
(First) (Last)

Phone: () _____ - _____

(1) PURPOSE:

Camping Trip (or Activity) Name: _____

Additional Information (if applicable): _____

Scout Name (if applicable): _____
(First) (Last)

(2) DISTRIBUTION (Examples: {Camping: reservation} {Fuel: vehicles} {Firewood} {Lanterns} {Food: adults} etc

Description/Account: _____ \$ _____,_____._____

Description/Account: _____ \$ _____,_____._____

Description/Account: _____ \$ _____,_____._____

Description/Account: _____ \$ _____,_____._____

TOTAL \$ _____,_____._____

(3) PAYMENT INFORMATION:

a) If your mailing address is the same as for your previous reimbursement checks, please simply check this box , and skip to Step (4).

(Note: The "Payee Name" on your check will be the same as ("Submitted by") above, unless you indicate otherwise below).

b) If DIFFERENT Payee Name: _____
(Full Name) or (Name of organization / company)

And / Or if NEW Mailing Address (or if this is the first reimbursement check you will be receiving):

_____, _____
(City) CA _____
(Zip)

(4) HOW TO SUBMIT YOUR COMPLETED FORM:

Please deliver your form with receipts/supporting documents (stapled as indicated in the instructions at the top of this form) to the Treasurer at a Tuesday night Scout meeting, or a monthly parent meeting.

- Treasurer Use Only -

Date Received: _____ 201__

Date Paid: _____ 201__

Amt: \$ _____,_____._____

Ck #: _____

dv- _____ - _____

