BOY SCOUT TROOP 186 CHECK REQUEST

BOY SCOUT TROOP 186 Expense Report Guidelines

1 Expense report must be completed for any disbursement of funds from the Troop 186 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 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 186 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 186

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 186 in Seattle, WA.
I understand that advanced funds must be supported by receipts, or be subject to reimbursement to the BSA Troop 186 treasury.

PRINT Name _____ Signature _____ Date _____

Note: ATTACH ALL ORIGINAL RECEIPTS