

RECEIPT FOR PETTY CASH EXPENDED

Date: _____

Vendor	Description of Purchase	Receipt ?(Y or N)	Amount

If you do not have a receipt, please explain. _____

Adult Scouters who made purchases: I have paid for the purchases indicated above. I have not been and will not be reimbursed from any other source. I understand that this reimbursement is subject to final approval by the Troop Committee.

**TOTAL REQUESTED
REIMBURSEMENT**

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Name: _____

Title: _____

Signature: _____

Date: _____

PLEASE ATTACH ALL RECEIPTS TO THIS FORM.

Troop Treasurer: The purchases for which reimbursement has been made are in compliance with Troop 1's policy.

Signature: _____

Date: _____

FOR AMOUNTS OVER \$250.00

Troop Committee Chairman (on behalf of the Troop Committee)

APPROVED: _____ Yes _____ No

Signature: _____

Date: _____

DATE PAID TO CLAIMANT _____