

TROOP 317 EXPENSE FORM

REV May 2006

Instructions: Complete the form and attach supporting receipts. Submit to treasurer within 30 days of expense. Expenses submitted after 30 days require Committee Chairman approval.

NAME: _____
 (Print the name that should appear on the check)

ADDRESS: _____
 (Print the address to which the check should be mailed)

E-MAIL/TELEPHONE: _____

PURPOSE OF EXPENSE: _____
 (For grub master expenses, include the patrol name and number of Scouts. Total should be no more than \$10 - \$12/Scout.)

- Expense totals \$200 or less can be approved by the Troop Treasurer.
- Expense totals > \$200 but less than \$400 require Treasurer plus one Committee member' approval.
- Expense totals = > \$400 require Treasurer plus two Committee members' approval.

Date of Expense:	Purchased From:	Description	Amount

Please itemize expenses. If there are more expense items than can fit on one form, then please submit multiple forms.

Treasurer's Use Only: **TOTAL EXPENDED** _____

CHECK # _____

DATE: _____ Less any Advance (_____)

TOTAL Reimbursement Requested _____

Remarks: _____

I certify that the above expenses are accurate and were for the benefit of Troop 317, not for personal use.

Submitted by:

 (Print Name – should be the same as the top of form)

 (Signature)

 (Date)

Approved by:

 (Treasurer)

 (Signature)

 (Date)

 (Committee Member)

 (Signature)

 (Date)

 (Committee Member)

 (Signature)

 (Date)