


BSA TROOP 101 – CHAMPAIGN, IL RECEIPT			No.
BSA Troop 101 2501 Windsor Road Champaign, IL 61821		Payee Name:	
DATE	DESCRIPTION	BUDGET CATEGORY	AMOUNT
		<b>PLEASE ATTACH A COPY OF ALL RECEIPTS</b>	
		<b>TOTAL</b>	
		Signature: _____	

## NOTES:

---



---



---



---

### IMPORTANT NOTES:

- If you have private purchases on your receipt, then scratch them off before adding up what needs to be reimbursed.
- The Troop reimburses for Tax
- The Total Amount on the Troop 101 Receipt should add up to the total of all Store Receipts minus private purchases.
- Don't forget to attach the Store Receipts (or copies) to the Troop 101 Receipt
- Don't forget to sign the Troop 101 Receipt

### TROOP PURCHASES REIMBURSEMENTS:

- You should either have a budget assigned to your committee or have received permission from the Adult Committee Meeting to make purchases for the Troop.
- If you have purchased items for more than one budget category on the same receipt, then break out the appropriate costs for each category on the Troop 101 Receipt
- The same applies for multiple receipts

### PERSONAL ACCOUNTS REIMBURSEMENTS:

- Budget Category should have the Scout's / Adult's Name where the money should be taken.
- The purchase should be an appropriate scout related purchase (e.g. Eagle Project, Camping Supplies, Approved Event Costs, etc.) Discuss with Scoutmaster prior to purchase if in doubt.