

BSA Troop 645

Grand Ledge, Michigan
www.troop645.org

REQUEST FOR PAYMENT OR REIMBURSEMENT



DIRECT PAYMENT

Please attach invoice or supporting document if available

REIMBURSEMENT

Show supporting documents (receipt, copy of check, credit card charge, etc.). If you do not have supporting documents for some or all of the reimbursement please explain.

Please attach receipts here or to back.	DATE OF REQUEST	TOTAL AMT. REQUESTED
		\$
	REQUESTED BY	
	PAY TO (if different)	
	ADDRESS (if to be mailed)	
PAYMENT DETAIL		
GENERAL DESCRIPTION		
BREAKDOWN DETAIL IF PERTINENT (amount/patrol, accounts to be charged, etc.)		

PLEASE MAIL OR HAND REQUEST TO SCOUTMASTER.

Do not write below this line

CHECK NUMBER	AMOUNT	DATE
	\$	

SCOUTMASTER: AFTER PAYMENT IS MADE, FORWARD THIS DOCUMENT TO THE TREASURER