

**Girl Scouts of Northern California Lafayette Service Unit
REIMBURSEMENT VOUCHER/ CHECK REQUEST**

DIRECTIONS: Fill out form and mail to Service Unit Treasurer: Susan Reimer, 3560 East View Drive, Lafayette, CA 94549. (Please allow at least two weeks for processing.) (Email address: sue_reimer@hotmail.com)

DATE: _____

SUBMITTED BY: _____ TELEPHONE NO.: _____

MAKE CHECK PAYABLE TO: _____

MAIL/ DELIVER TO: _____

EVENT: _____ (Please identify age level of camporee)

DATE OF EVENT: _____

Receipt #	Food	Crafts	Copies	Postage	Badges	Other (List)	TOTAL
1							
2							
3							
4							
5							
6							
TOTAL							

Please number, photocopy and attach your receipts to this form. Be sure to circle Girl Scout purchases. If you want to comment on any purchases write receipt number and comment on the back of this sheet. Save a copy of this sheet and your receipts and attach to final summary of event.

Check Issued # _____
Date _____
By _____