



Pack 131

Cub Scouts Expense Check Request Form

Name: _____

Address: _____

Phone: _____

Email: _____

Please use this form for all Cub Scout expenses. Be sure to list all expenses below including the vendor name and expense description. Remember to attach all receipts to this form (required for payment).

<i>Date:</i>	<i>Vendor Name/Expense Description:</i>	<i>Expense:</i>
		\$
		\$
		\$
		\$
		\$
		\$
Check here for payment to be mailed: <input type="checkbox"/> Check here for payment to be given to requisitioner: <input type="checkbox"/>		TOTAL: \$

I certify that all expenses listed above were incurred for the benefit of the Cub Scouts and I am requesting to be reimbursed for these expense or to pay an invoice.

Name

Signature

Date

Treasurer's Use Below

Date of Receipt: _____ Date of Disbursement: _____ Check #: _____

Approved By: _____ and _____