

Missing Receipt Form

All purchases made with Troop funds must be documented. Each purchase must have a receipt from the vendor for the expenses. If a receipt is misplaced or lost, a Missing Receipt Form must be completed and it must be signed by both the leader and assistant leader, with a complete explanation of the expense. The troop must submit this form with their account reconciliation and debriefing forms.

Date	Amount	Vendor	Explanation

For each expense listed above, the original receipt was lost or not obtained.
 These expenses are Girl Scout related.

Troop Leader: _____ Date: _____
 Signature: _____ Date: _____

2nd Signer

Troop Treasurer: _____ Date: _____
 Signature: _____ Date: _____

COUNCIL USE ONLY; For Troop Audit purposes

DATE RECEIVED: _____ DATE APPROVED: _____
 DATE DENIED: _____ IF DENIED, REASON: _____
 DATE OF NOTIFICATION: _____ COUNCIL SIGNATURE: _____