

Date Submitted:

Check Date:

Check Number:

TROOP 10 CHECK REQUISITION FORM

Date of Request: _____

Requestor: _____

Payable to (if not requestor): _____

Total Amount of Request or Deposit: \$ _____

REASON FOR EXPENSE or DEPOSIT and AMOUNT (attach receipts):

Revenue Deposit: Dues ____ Trip/Event ____ Other: _____ \$ _____

Explain: _____

***Trip/Event Expense** (Trailer/cook box supplies, propane, fuel, reservation & event fees, etc) \$ _____

Explain: _____

***Operating Expense** \$ _____

(T-shirt/neckerchief/patches/handbooks; COH, meeting, TTFC, & general supplies; minor repairs and maintenance; miscellaneous expenses)

Explain: _____

***Equipment/Capital Expense** (Acquisition of stoves, tents, canoes, trailers, etc; major repairs) \$ _____

Explain: _____

Fundraising Expense (Friends of Scouting (Council), capital campaign costs) \$ _____

Explain: _____