



**TROOP 544 EXPENSE FORM**  
2011 \ 2012

Adult leader \ Parent Name :

Date :

Items :	Cost \$ (Credit)
1.	
2.	
3.	
4.	
5.	
Total Cost	

Please tape receipts for all expenses to back of this form or staple directly to form and submit to Scoutmaster or committee chair for approval before submission to treasurer. Any expenses over \$100.00 must be pre-approved prior to expenditure.

"A minimum of One Signature below is required...take your pick"

Approved for Reimbursement ScoutMaster Signature     <p align="right">Date :</p>
Approved for Reimbursement Committee Chair Signature     <p align="right">Date :</p>
<p><i>To be filled out by Treasurer</i></p> <p>Check Number Issued:                      Check Amount:                      Check Date:</p>