

# Boy Scout Troop 221 Check Requisition

Committee/Event: \_\_\_\_\_ Date: \_\_\_\_\_

Pay to the Order Of: \_\_\_\_\_

Check requested by: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Reason for Expenditure: \_\_\_\_\_

Description(s) of Item(s) Purchased:

Date	Where Purchased	Item	Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All Receipts Attached?\*:  Yes  No (state reason) \_\_\_\_\_

**\*NOTE: All receipts must be attached to this request. If there are no receipts available, an advance is requested or the requested payment will exceed \$250.00, this request form must be approved (below) in advance by the Scoutmaster or Chartered Organization Representative. Receipts should be turned in for reimbursement within 30 days.**

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**To Be Completed by the Treasurer:**

Check Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Issued By: \_\_\_\_\_