

Date: \_\_\_\_\_

Community: \_\_\_\_\_

## SERVICE UNIT FUND REQUEST FORM

Complete this form to request funds from the Service Unit checking account. The fund request must fit within the guidelines set forth by the Service Unit and submitted at least 3 weeks prior to:

- \* Service Unit hosted event for supplies, location fee, food, etc.
- \* Community held events such as Juliette Gordon Low Birthday, Girl Scout Birthday week, recruitment, etc.

It is an expectation that all receipts and any left over funds will be returned to the SU Finance Coordinator within 10 business days following the event. No further requests will be honored if this step is overlooked.

**Name of Requester:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone :** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Check Payable to:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of the Event \_\_\_\_\_ Date Funds are Needed \_\_\_\_\_

Were these expenditures approved at SU Mtg? Yes No Date of the SU Mtg \_\_\_\_\_

Check Will Be: Picked up at SU Meeting Mailed to Payee Other \_\_\_\_\_

Amount Requested: \_\_\_\_\_ To Be Used For: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

**Statement of Compliance:**

I have read the Service Unit Guidelines and Girl Scouts of Kansas Heartland policies regarding the use of Girl Scout monies and verify that all information on this request is accurate. I agree to track these expenses and report back to SU Finance Coordinator within 10 business days following this event.

Requester Signature: \_\_\_\_\_ Date \_\_\_\_\_

**For SU Finance Coordinator:**

Date Received \_\_\_\_\_ Meets SU Guidelines: Yes No Reason: \_\_\_\_\_

Finance Committee Input: \_\_\_\_\_

Comments : \_\_\_\_\_ Check # \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Receipts Received Date \_\_\_\_\_ Amount of Excess Funds Returned: \_\_\_\_\_