



JULIETTE or INDEPENDENT ACCOUNT REIMBURSEMENT REQUEST

Shop Reimbursement: Return completed form with attached copy of shop receipt(s) to Director of Finance at Council Headquarters in Sioux Falls, SD.

Event Reimbursement: Return completed form to Event Registrar in Fargo, ND.

GIRL INFORMATION:

Name _____

Address _____

City _____ State _____ Zip _____

Shop Item(s) Purchased _____

Program/Event(s) Attended _____

Location _____ Date _____

Total Funds Spent \$ _____

Amount Requested for Reimbursement \$ _____

Check Payable to _____

MAIL CHECK TO:

Name _____

Address _____

City _____ State _____ Zip _____

Requested by _____ Position _____

Phone _____ Date _____

Checks processed every two weeks.

For office use only:	Received _____	Sent/Mailed _____
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JULIETTE/INDEPENDENT ACCOUNT REIMBURSEMENT REQUEST INSTRUCTIONS

Juliette or Independent Girl Scouts funds are kept on deposit with Girl Scouts—Dakota Horizons at the Council Headquarters. These funds can be used to pay for certain Girl Scout related expenses such as Program/Events and Shop items.

INSTRUCTIONS:

- Shop items must be paid for at the time of purchase.
 - If expenditures are shop purchases attach receipts to form and submit to Director of Finance at Council Headquarters. She will confirm purchase and process reimbursement request.
- Program/Event Registration Fees must be paid at the time of registration.
 - If expenditures are for Program/Event registration fees, send completed form to Event Registrar in Fargo. She will confirm attendance and process reimbursement request.

NOTE: Checks are processed every two weeks.