

**Girl Scouts of Northern California
Coyote Hills Girl Scout Service Unit
Fremont, Union City and Newark**

Coyote Hills Service Unit Payment Request

Request Date: _____

Name: _____ Phone: _____

Address: _____

E-mail: _____

Event/Program: _____ Event Date: _____

Receipt Number	Category (see list below)	Supplier/ Store	Amount
example receipt: 1	food	Costco	29.85
Example receipt: 2	crafts	Michaels	13.53
example receipt: 2	decorations	Michaels	6.97
TOTAL AMOUNT			

<p>***REQUIRED***</p> <p>Signature of Event Organizer or Event Treasurer</p> <p style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Sign here</p>	<p>For Bookkeeping Use Only</p> <p>Date paid: _____</p> <p>Check #: _____</p>
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Coyote Hills Payment Request Directions:

1. Complete one payment request per person or Troop.
2. Attach ORIGINAL RECEIPTS ONLY. Copies will NOT be accepted.
3. Number your receipts.
4. One receipt per line. (Example receipt number 1)
5. If a receipt has 2 or more item categories, list each category on a separate line, with the amount of each category in the amount column. (See example receipt number 2)
6. *Categories: (Choose One per line) CRAFT, DECORATION, ENTERTAINMENT, EQUIPMENT, FOOD, INSURANCE*
7. OFFICE SUPPLIES, PATCHES/BADGES, PHOTOGRAPHY, PRINTING/COPIES, SITE, SUPPLIES, T- SHIRTS, OTHER
8. Continue on back of form, if more lines are needed.
9. The Event Organizer or Treasurer MUST SIGN the request form