Girl Scouts of Western Ohio
www.girlscoutsofwesternohio.org

5/08

SERVICE UNIT POSTAGE REIMBURSEMENT FORM

The Girl Scout of Western Ohio office uses a postage meter; therefore, we do not have stamps or pre-stamped envelopes in the office. By sending in this completed form, you will be reimbursed for this expenditure.

- Funds should be used for mailing related to service unit activities.
- Checks are written for no less than $1.00, so please hold forms for reimbursement until you have accumulated $1.00 or more.
- ALL forms for reimbursement MUST be sent to your Field Team Manager at your regional Girl Scout office before December 10, in the same calendar year. Requests for reimbursement after December will not be honored.
- Fill out the information below for each mailing and attach postage receipts.

Date	# of Items	Cost Per Item	Total Cost	Description of Mailing
		x	$	
		x	$	
		x	$	
		x	$	
		x	$	
		x	$	
		x	$	
		GRAND TOTAL	$	

PLEASE PRINT:

Make Check Payable To: _____

Address: _____ City: _____ State: _____ Zip: _____

Girl Scout Position: _____ Service Unit # & Name: _____ _____

FOR OFFICE USE ONLY - REQUISITION FOR AUTHORIZATION FOR PAYMENT

Approved for Payment: _____ Date: _____

Amount: $_____ Charge Account #: _____

AUTHORIZATION FOR PURCHASE: _____ Date: _____
(Field Team Manager)

_____ Date: _____
(Service Delivery Manager)

EH:sjr/00282-008.doc