

## SERVICE UNIT POSTAGE REIMBURSEMENT FORM

Girl Scout of Western Ohio office uses a postage meter; therefore, we do not have stamps or prestamped 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 community development manager at your regional Girl Scout Center before September 10, in the same calendar year. Requests for reimbursement after September 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	\$	
		GRAND TOTAL	\$	

ACH direct deposit to be made to:

Name of person submitting request:

Direct Deposit info on file:

Yes \_\_\_\_\_ No If no, please attach necessary direct deposit information. Questions? Contact community development manager.

FOR OFFICE USE ONLY - REQUISITION FOR AUTHORIZATION FOR PAYMENT							
Approved for Payment:		Date:					
Amount: \$ C	harge Account #:						
AUTHORIZATION FOR PURCH	IASE: (Community Development Manager)	Date:					
-	(Director of Regional Services)	Date:					

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