

Cookie Credits/Nut Bucks Reimbursement

IMPORTANT: Reimbursement requests will only be accepted for valid cookie credit cards

Request for: (Check one and complete appropriate information)

<input type="checkbox"/> Service Unit Expenses:	Service Unit: _____
	Activity _____
<input type="checkbox"/> Troop Expenses:	
	Activity _____
<input type="checkbox"/> Girl Scout Shop/Program/Event Reimbursement:	(My receipt is attached)

Girl's Name: _____ Troop # _____

Adult Requesting _____

Funds: _____ Phone# _____

(Check One)

1 st Card	<input type="checkbox"/> Cookie Credit or <input type="checkbox"/> Nut Bucks	Year: _____	Amount Requested: _____	
	Valutec Card # (19 Digits) _____			
2 nd Card	<input type="checkbox"/> Cookie Credit or <input type="checkbox"/> Nut Bucks	Year: _____	Amount Requested: _____	
	Valutec Card # (19 Digits) _____			

***if additional card space is needed please complete exact information on back**

Mail Check to (please print):

Name: _____ **Phone#:** _____

Address: _____

City, State, ZIP: _____

NOTE:

If you are using your cookie credits for SERVICE UNIT expenses, the check will be sent to the service unit.

If you are using your cookie credit for TROOP expenses, the check will be sent to the troop.

If you are getting reimbursed for a receipt, the check will be sent to you.

If you are submitting a STATEMENT, the check will be sent to the billing party.

Date	Description of Activity	Total Amount Requested

Note: All requests for reimbursement for cookie credit account must have the following documentation:

- **Invoices for registration/reservations/purchases, etc.**
- **Receipts showing the payment**
- **Requests for travel must be turned in to the products program department (four weeks prior to the trip)**

The invoices and/or receipts must be for Girl Scout events, programs, purchases, troop trip, troop events, destinations, community service or related to the girl's Girl Scout Bronze, Silver or Gold Award projects. Turn completed form into Girl Scouts of Southwest Texas, Attn: Products Program Dept., 811 N. Coker Loop, San Antonio, TX 78216 or fax to (210) 349-2666. If you have any questions call 210-349-2404|1-800-580-7247 or email customer-care@girlscouts-swtx.org.