



Girl Scouts of Southwest Texas
Cookie Credit Reimbursement Form

Request for: (Check One and fill in 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 | Year: _____ | Amount Requested: _____ | |
| | Valutec Card # (19 Digits) _____ | | | |
| 2 nd Card | <input type="checkbox"/> Cookie Credit | Year: _____ | Amount Requested: _____ | |
| | Valutec Card # (19 Digits) _____ | | | |

*If additional card space is needed please fill out 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 goes to the Service Unit.
 If you are using your cookie credit for TROOP expenses, the check goes to the Troop.
 If you are getting reimbursed for a receipt, the check goes to you.
 If you are submitting a STATEMENT, the check goes 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 sales department **(four weeks prior to the trip)**

The invoices and/or receipts must be for Girl Scouts Events, Programs, Purchases, troop trip, troop events, Destinations, community service or related to the girl's Bronze, Silver or Gold Award projects.

Turn completed form into Girl Scouts of Southwest Texas, Attn: Products Sales Dept., 811 N. Coker Loop, San Antonio, TX 78216 or fax to (210)-249-0150. If you have any questions please call (210)-349-2404 extension, 380 or email cookies@girlscouts-swtx.org.