# Cookie Credits/Nut Bucks Reimbursement

**IMPORTANT:** Reimbursement requests will only be accepted for valid cookie credit cards. And per IRS guidelines, GSSWT will not be reimbursing Cookie Credits directly to PARENTS starting Oct. 2020. SERVICE UNITS/COMMUNITIES and TROOPS may still be reimbursed for memberships, community events, troop trips and award projects as long as all information and documentation are provided with this form.

## Cookie Credit/Nut Buck Reimbursement Instructions

1. Complete this form and attach invoice or receipt (see note below regarding required invoice/receipt).
2. Submit to Product Program department by emailing the form and invoice/receipt to customercare@girlscouts-swtx.org.
3. Allow 2-3 weeks for processing. And all requests must be submitted 3-4 weeks prior to your event or deadline.

**NOTE:**
- If you are using your cookie credits for SERVICE UNIT/COMMUNITY expenses, the check will be sent to the service unit/community.
- 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 (Individuals can only receive reimbursement through Oct. 2020, see important note above).
- If you are submitting a STATEMENT, the check will be sent to the billing party.

**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 (4 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.

## Date | Description of Activity | Total Amount Requested
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**Request for:** (Check one and complete appropriate information)

- **Service Unit/Community Expenses:**
  - Service Unit/Community: _______________________
  - Activity: _______________________

- **Troop Expenses:**
  - Activity: _______________________

- **Girl Scout Shop/Program/Event Reimbursement:** (My receipt is attached)

Girl's Name: _______________________

Adult Requesting Funds: _______________________

Troop #: _______________________

Phone #: _______________________

**Check One:**

1. Cookie Credit or Nut Bucks
2. Card # (19 Digits)

Year: _______________________

Amount Requested: _______________________

2. Cookie Credit or Nut Bucks
2. Card # (19 Digits)

Year: _______________________

Amount Requested: _______________________

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

**Mail Check to (please print):**

Name: _______________________

Phone #: _______________________

Address: _______________________

City, State, ZIP: _______________________

May 2020