

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

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:		Troop #	
Adult Requesting Funds:		Phone#	

Check One:

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