Sienna Plantation Troop 140 Date: For Treasurer Use Only Payment Request No.: Paid Check # Amount For Treasurer Use Only Date Purchased:__ Make Check Payable to: Total Amount Requested: Purchased From **Total Price** Inventory Inventory Item Use Per (Y/N) Quartermaster **PURCHASE DESCRIPTION** To be supplied by Quartermaster List each invoice separately **TOTAL** \$0.00

for over \$500.00
Scout Master Corps Approval:
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Committee Chair Approval:

Quartermaster Approval:

To Purchaser:

Complete form, attach all appropriate receipts & invoices. Have form approved as instructed and submit to Treasurer for payment

Normal operating expenses may be submitted directly to Treasurer.

Normal operating expenses are considered items purchased for monthly camping and other routine events and activities. Items must be listed as an Operating Expense or Inventory item. If Inventory, write yes (i.e. "Y") in inventory column and have Quartermaster describe the item in the Inventory Item Per Quartermaster column. All items listed as inventory must be approved by Quartermaster and SMC member.

To Quartermaster:

Inventory Item description should correspond to an item description found on Yearly Budget or Committee Meeting Minutes. Description should include the estimated price along with physical description.

To Scout Master Corps:

Your approval signifies an understanding of the nature and purpose of any inventory items listed.

Staple receipts & invoices behind this form.