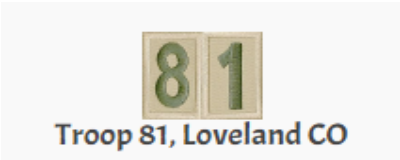


Instructions: Form to be filled out for reimbursements or check requests. Once filled out, must be signed and approved by a Key 3 member (Scout Master, Committee chair, or Charter Org Rep). Once signed deliver to Treasurer with receipt for expense if prepaid.

*Purchase Order Form



PO # _____

APPROVAL
Key 3 _____
Treasurer _____
Date Received: _____

Payee:
Address:
Phone #:

<i>Description</i>	<i>Price Each</i>	<i>Quantity</i>	<i>Ext Price</i>
Shipping			
Total PO			

Payment Information
Payment: Check Cash Other
Check # _____
Date Paid: _____

Requested by: _____

Printed Name

Signature

Date