Girl Scouts of Southeastern Michigan

Community Bank Account Fund Reimbursement Request

Amount of Request: $ _____ Date Form Submitted _____

Community Number _____ Service Unit Number _____

Requested For: (please check all that apply)

- ☐ Service Unit Administration
- ☐ Service Unit Recognition
- ☐ Service Unit Recruitment
- ☐ Service Unit Resources (Financial Assistance for Girls in SU)

Reason For or Description of Expenditure _____

Requested by:

Signature _____

Print Name _____

Volunteer Position _____

Address _____

Phone Number _____ Email _____

Troop Bank Information _____

Bank Name _____

Routing Number _____

Account Number _____

If you prefer a check be processed, please check here _____

Submit completed form and receipts to GSSEM Finance Dept. at gssem-finance@gssem.org. ACH Processing can take up to 7 days from date of receipt, check processing can take up to 14-21 days from date of receipt.