

Cookie Credits/Nut Bucks Usage and Reimbursement

IMPORTANT: Usage and reimbursement requests will only be accepted for valid Nut Buck/Cookie Credits. Per IRS guidelines, GSSWT is NOT able to directly reimburse Cookie Credit/Nut Bucks directly to PARENTS. COMMUNITIES and TROOPS may still be reimbursed for memberships, community events, troop trips and award projects if all information and documentation are provided with this form.

Instructions

1. Complete this form and attach payment invoice or receipt (see note below regarding required invoice/receipt).
2. Submit to Product Program department by emailing the completed 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.

All requests for reimbursement for cookie credit account must have the following documentation:

- Invoices for group travel/registration/reservations/purchases, etc.
- Receipts showing the payment
- Requests for travel must be turned in to the Product Program department (4 weeks prior to the trip)

NOTE: 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.

Payment Notes:

- If you are using Nut Bucks/Cookie Credits for COMMUNITY expenses, the check will be sent to the Community.
- If you are using Nut Bucks/Cookie Credits for TROOP expenses, the check will be sent to the troop.
- If you are submitting an INVOICE/STATEMENT, the check will be sent to the billing party.

Date	Description of Activity	Total Amount Requested

Request for: (Check one and complete appropriate information)

Community Expenses Community: _____
Activity _____

Troop Expenses Troop #: _____
Activity _____

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

Girl's Name:		Troop #	
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Adult Requesting Funds:		Phone#	
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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:	