

UNIT ACCOUNT INFORMATION SHEET

For your use and convenience, the Greater Alabama Council, Boy Scouts of America, has available unit accounts at your local service center Scout Shop. These accounts may be used for registration, fees for Scouting events, or purchases of program or advancement supplies.

These accounts may be of great benefit to ease reimbursement and finance procedures within your units. To provide for safety of your unit funds and proper administration on our behalf, the following procedures are in effect:

- 1.) In keeping with national policies on Sound Fiscal Management, the council permits units to deposit cash with the council and charge subsequent purchases against their deposits. A balance must be available in the account to make the desired purchases.
- 2.) Receipts will be issued for all deposits and withdrawals on the unit account, noting the unit number and customer / purchaser. Each receipt of a unit withdrawal or deposit shows the ending balance of the unit account. Also, an authorized user may obtain the unit account balance by calling the Scout Shop.
- 3.) A unit account may be opened by submitting a list of account users certified by the unit leader and committee chairman.
- 4.) \$25.00 is recommended as the account minimum. Each receipt shows the account balance. Upon request by the unit leader and committee chairman (in writing), all or part of the unit account balance will be returned to the unit in the form of a check.
- 5.) Cash deposits may be made and all or part of unit commissions may be transferred into the unit account for projects such as popcorn or Scout show ticket sales. Transfer will be made upon request of the unit committee chairman at the conclusion of the sale.
- 6.) Account users making a purchase of more than \$25.00 will be asked for identification unless personally known by Scout Shop clerk.

**UNIT ACCOUNT
AUTHORIZED USERS**

The following individuals are authorized to use the funds of (Unit / #) _____
sponsored by _____ for the purchase
of supplies and payment of fees for use by our unit.

I understand they will receive a receipt of each transaction.

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

Signed this date - _____, 200____.

Unit leader signature

Committee Chairman signature

CONTACT PERSON: Name: _____

Phone: _____

FOR OFFICE USE

Date of first deposit _____, 200____

Shop of origin- Birmingham _____ Huntsville _____