

AP Form

PURCHASE CARD REQUEST (Cost Center # _____)
 Is User Agreement On File? ___ Last Day of Event or Activity _____

CHECK REQUEST (Cost Center # _____)

PURCHASE ORDER (Cost Center # _____)
 Merchant(s)/VENDOR: Legal Business Name _____

Requested by: _____ **Approved by:** _____
Employee/Volunteer Supervisor/Cabinet Member

Approved by Scout Executive: _____
(Required for \$1,000 or greater)

P. O. # _____ Date of Request _____ Date Needed _____

Full Name _____

Address _____ City _____ State _____ Zip _____

Phone# _____ Business # _____ Email Address _____

Mail _____ Deliver _____ Will be picked up at Council Office PH SL AL

Give check or card to Employee: _____

GL Account Number	\$ Amount	Complete Explanation of Amount or Charge
- - -	_____	
- - -	_____	
- - -	_____	
- - -	_____	
- - -	_____	
- - -	_____	
- - -	_____	
- - -	_____	
Grand Total:	_____	

Official Purchasing Card Requests can only be made through a member of the Golden Gate Area Council Professional or Office Staff. Signatures **MUST** be clear and legible. Explanations for all anticipated charges must be complete. Valid 10-digit GL account numbers must be utilized on all requests. **Official Check Requests** can only be made through a member of the Golden Gate Area Council Professional or Office Staff. Signatures **MUST** be clear and legible and the requesters name may be printed beside the signature if necessary. Explanations for all charges must be complete. Valid (GL) 10-digit account numbers must be utilized on all requests.

**This form must be submitted (5) days prior to Check run dates
 and (5) days prior to the day the Purchase Card is needed.
 INCOMPLETE REQUESTS WILL CAUSE DELAY IN PAYMENTS**

Volunteers may turn in this form to their Scouting professional for processing.