

SALES TAX REIMBURSEMENT GUIDELINES

Sales tax will be reimbursed to service units, c/o of service unit finance directors as follows:

For day camps, Never the Same Weekend, and **council-sponsored** service unit and service area events.

Sales tax will not be reimbursed for service unit general operating expenses such as office supplies, copies, refreshments, etc.

Sales Tax Summary form (GSU 01-0034) must be filled out and submitted to a service unit director for verification and approval within 60 days of the qualifying event. For service unit fundraising (i.e., AGC) events, use the Service Unit Fund Raising Refund Report and Evaluation Form (GSU 06-0003). The service unit director will forward it to the council liaison.

Refund requests must be submitted within the calendar year in which the sales tax was paid. **Copies of original receipts on 8 ½ x 11" paper" must be submitted.** Do not purchase personal items on same receipt as Girl Scout merchandise.

Approved forms, along with receipts, are turned into the director of finance and a check will be issued to the service unit.

Girl Scouts of Utah (GSU) is reimbursed sales tax by the Utah State Tax Commission. We are responsible for correct and complete records supporting our refund claims. If you have questions in regard to completing this form, please call GSU at (801) 265-8472 or (800) 678-7809, ext. 44.