

SALES TAX REIMBURSEMENT GUIDELINES

Sales tax will be reimbursed to Community Leadership Teams, c/o of Community Leadership Team Finance Representatives as follows:

For day camps, Never the Same Weekend, and **council-sponsored** Community Leadership Team event and Community Leadership Team events.

Sales tax will not be reimbursed for Community Leadership Team general operating expenses such as office supplies, copies, refreshments, etc.

Sales Tax Summary form must be filled out and submitted to a Volunteer Community Representative for verification and approval within 60 days of the qualifying event. For Community Leadership Team fundraising (i.e., AGC) events, use the Community Leadership Team Fund Raising Refund Report and Evaluation Form (GSU 06-0003). The Volunteer Community Representative 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 Community Leadership Team.

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.