

Sales Tax Summary

Service Unit: _____

Program/Event Name: _____

Date of Program: _____

Event Representative: _____

Phone: _____

Email: _____

Date (mm/dd/yy)	Receipt #	Store/Vendor	Total paid (including tax)	Amount of sales tax paid
Total sales tax paid				

Please include all copies of receipts (on 8.5" x 11" paper) with this form. Refunds will not be paid for lost sales receipts.

Signatures

Event Representative

Finance Representative

GSU Program Specialist

GSU Chief Financial Officer (CFO)

Sales Tax Reimbursement Guidelines

Sales tax will be reimbursed to Service Unit Teams, c/o of Service Unit Finance Representatives as follows:

- For Day Camps, Never the Same Weekend, Council Sponsored Events hosted by a service unit, and service unit events.
- Sales tax will not be reimbursed for Service Unit Team general operating expenses, such as office supplies, copies, refreshments, etc.
- Total sales tax submitted must be a minimum of \$10 in order to be redeemed. Only list sales tax incurred in the state of Utah.
- The Sales Tax Summary form must be filled out and submitted to a GSU Program Specialist for verification and approval within 60 days of the qualifying event.
- Refund requests must be submitted within the calendar year in which the sales tax was paid. Submit legible copies of original receipts on 8.5" x 11" paper and number your receipts (1, 2, 3, etc.) so it's easy to match the receipt to its corresponding line item. Do not purchase personal items on the same receipt as Girl Scout expenses.
- Approved forms, along with receipts, are turned in to GSU's Finance Department, and funds will be transferred to the Service Unit Team's bank account.

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 us at (801) 265- 8472.