



# HOOSIER TRAILS COUNCIL

BOY SCOUTS OF AMERICA®

## ANNUAL UNIT ACCOUNT ACCESS AUTHORIZATION FORM

The purpose of a Unit Account is to help service units when purchases are made in the Scout Service Center. It is a holding account, whereby credits and debits are recorded when money transactions occur. Transactions may include purchases of books, badges, event registration or credit on popcorn sales, etc.

**Purchases cannot be honored if the unit account has a negative balance.**

A **Membership Account** can also be set up for additional registrations and Charter Renewals. The purpose of having two accounts is to make sure money is available to cover registration costs.

### ANNUAL UNIT ACCOUNT AUTHORIZATION FORM

National Unit #: \_\_\_\_\_ Unit type (circle one): Pack Troop Team Crew Post District: \_\_\_\_\_

Charter Renewal Date: \_\_\_\_\_ Charter Organization: \_\_\_\_\_

We understand a Unit Account has been established for our unit at the Council Service Center. Funds deposited to this account can be used for payment at future dates. We authorize the following individuals to make withdraws from this account:

#### Authorized Individuals (Please print)

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Unit Accounts can only be debited by authorized individuals, up to the amount available. Authorizations are in effect until the expiration date of the current charter, or the receipt of a new authorization form signed by the Unit Leader and the Unit Committee Chairman. If purchases are to be made by your District Executive we will need to see written permission for them to do so, this may be done in the form of an email.

Unit Committee Chairman Signature: \_\_\_\_\_

**(Print)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Unit Leader Signature: \_\_\_\_\_

**(Print)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

**Please return to the Council Service Center, 5625 East State Road 46, Bloomington IN 47401, within 30 days, or a freeze will be put on all Unit Accounts until form is returned.**