

Dear Committee Chair:

Most of our Cub Scout Packs, Boy Scout Troops and Venturing Crews in the Council maintain a "Unit Deposit Prepaid Account" at the DeVos Family Center for Scouting for their convenience in conducting payment of fees or purchases of Scout supplies.

If you wish to open or maintain a unit account, please complete the application on the reverse side and return it to the DeVos Family Center for Scouting, 3213 Walker Ave., NW, Grand Rapids, MI 49544-9775. Unit account statements are available upon request and can be mailed, faxed or emailed.

If you have any questions, please contact the DeVos Family Center for scouting (616)-785-2662 and ask for the Customer Service Desk at extension 219.

My best,

Michael D. Sulgrove  
Scout Executive

MDS:drv

# UNIT ACCOUNT AUTHORIZATION APPLICATION

UNIT NO.(circle one: PACK TROOP CREW POST): \_\_\_\_\_

Units are given the opportunity to deposit funds to their credit in the council office. Orders may be placed by mail, telephone, fax, or in person and the charges involved will be deducted from the unit account. No orders will be filled unless there are sufficient funds on deposit to pay for the transaction in full. To deposit to the account, contact the council office at 616-785-2662, ext. 219, or simply mail a check payable to GRFC, BSA and designate "Unit Account" with your unit number on the memo line of the check.

***It is agreed that these funds may be used as follows:***

Scout Shop Purchases, Youth and Adult Registration and Boys Life Subscriptions (these may be deducted from your unit account without notice to the unit), Special Event Reservations/Registration, including: Training, District Events, Summer Camp, Camp Use Permits

***Deposits may be added to this account from sources including:***

Unit Treasury, Camp Refunds, Approved Event Refunds, Registration/Boys Life Overpayments, Popcorn Sales Bonus

This service is provided at no cost to the unit. This account is intended to be a "funds on deposit" account only, and not a charge account or line of credit. Purchases and transactions will be made only to the limit of the balance. The person making the purchase will receive a receipt for each transaction. They are expected to turn that receipt into their unit treasurer. Receipts from the Scout Shop will not show an account balance, whereas receipts from the council customer service desk will. The unit treasurer should keep track of the unit balance, to ensure that there are funds available for purchases, registration and event fees. Unit account statements are available upon request.

Current Registered Committee Chair's Signature: \_\_\_\_\_

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

Street: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Purchasers:

Name/Phone:

Name/Phone:

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