

Unit Account Authorization Form

FOR OFFICE USE ONLY
Received Date: _____
Employee Initials: _____

Unit Type: Pack Troop Crew

Unit Number: _____

Authorized Unit Account Users: Units may have more than five names, at least two are recommended.

	Printed Name	E-mail Address	Access Type(s):
1.			
2.			
3.			
4.			
5.			

Types of Access

- Controller (C): Full Access
- Balance Charges/Purchase Alerts (BC): Receive notifications on purchases and balance changes
- Low Balance Alerts (LB): Receive notifications when balance is low

Low balance alert amount: Notify me when account drops below: \$_____

Unit Committee Chair Signature: _____

Name: _____ Date: _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____ Email: _____

Unit Leader Signature: _____

Name: _____ Date: _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____ Email: _____

Only those listed on this form will be authorized to receive balance of account and make purchases using account. Please update whenever necessary by submitting an updated form to the Council Service Center. Chartering does not change information on unit account. This account is NOT a charge account, but works like a debit account. Deposits may be made at the Council Service Center. ALL UNITS HAVE AN ACCOUNT BY DEFAULT. Completed form needs to be on file regardless of use.

In the event of suspicious activity or account delinquency beyond five business days, the Scout Executive and/or Scout Shop Manager reserve the right to freeze the account until reconciliation or payment is made. If after five days arrangements for payment have not been made, a letter will be sent to the chartered organization.