

# Unit Account Authorization Form

FOR OFFICE USE ONLY

Unit Type:  Pack  Troop  Crew

Unit Number: \_\_\_\_\_

Received Date: \_\_\_\_\_

Employee Initials: \_\_\_\_\_

**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  
Purchaser (P): Allowed to authorize use of funds for purchases  
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 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.