girl scouts
of oregon
& sw washington

*Completed transfer request forms should be sent to **MyGoldAward@girlscoutsosw.org** or to Girl Scouts OSW, 9620 SW Barbur Blvd., Portland, OR 97219, Attn: Program Specialist: Highest Awards.*
Please allow four weeks for transfer of funds.

- All Program Credit allocations will be paid out via direct deposit. If this is your first request, please complete an *Automated Deposit Authorization* (form #152) to send along with this form.
- Ensure you have enough credit to pay for the requested amount. Check balances by entering the card number and pin number at https://ecardsystems.com/card-balance/. We do not accept expired cards.
- The Gold Award project must already be approved before any transfer requests can be made.
- Please provide an invoice or itemized receipt to support the requested transfer amount.
- Please review form #402 prior to completing this form to make sure you are complying with all rules.
- Please clearly indicate if you are requesting to be reimbursed for a payment already made or if this is a prepayment being made directly to a third party vendor. Please make sure vendors are aware payment may take up to four weeks.
- Be sure you have recorded this request on your *Gold Award Project Program Credit Tracking Sheet* (form #402). That sheet will be submitted along with your detailed budget with your itemized expenses at your final interview.
- Redemption is subject to GSOSW approval.
- You may submit more than one card and receipt per request.
- Keep all of your original receipts and cards.

Date submitted_____ SU#_____ Troop# _____

Girl's name (printed) _____

○ Leader   ○ Parent/Guardian   Adult name _____ Adult phone _____

Adult email _____ Credits used for (project name)_____

Program Credit card number_____ Last 4 digits of deposit account # _____

Is this request a reimbursement or prepayment? ○ Reimbursement   ○ Prepayment

	Place of Purchase (ex: Home Depot)	**Charge Description** (ex: Boards for bookcase)	**Amount to Transfer**	**Actual Cost**
1				
2				
3				
4				
5				
			Totals	