

# CRATER LAKE COUNCIL SCOUT SHOP

## AUTHORIZED USERS FOR UNIT ACCOUNT

Please help us keep your account information up to date. When an individual wants to purchase items from the funds your unit has sent to us, we are careful to be sure that this person is authorized to do so. To help us in this effort, we ask that you advise us in writing of those you would like to have this authorization. Using this form, fill in **your district name, unit type and number, and up to three people** that have your committee's permission to utilize the funds in your account. Copy this form before using it the first time and you will have it on hand to use in the event you would like to change any of those people. We will keep this form on file as record of your instruction. **If you decide to change the users of your account, you must fill out a new form with all of the names of the latest 3 authorized people.**

**We only keep your most recent authorization list on file in the Scout Shop.**

District Name \_\_\_\_\_ Unit Type/ # \_\_\_\_\_

Committee Chair's Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Committee Chair's Signature \_\_\_\_\_

These people are authorized to use funds from our Unit account at Crater Lake Council Scout Shop.  
(Our account screen only displays 3 people for each account. **Print** the names of up to 3 people below.)

Name \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

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For Office Use

Date received \_\_\_\_\_

Date entered \_\_\_\_\_

Entered by \_\_\_\_\_

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Mail or fax completed form to: Crater Lake Council Scout Shop, 3039 Hanley Road, Central Point, OR 97502  
Phone: 800-888-1273 Fax: 541-664-6121