

Restricted Use of Unit Accounts

In order to protect the money in your unit's account at the Pine Tree Council, we have established the following policy on restricted use of unit accounts. It will afford a certain measure of protection if each account has an authorized charge list. Only those persons authorized by the unit leader, unit treasurer, or committee chair will be allowed to charge against the unit's account when making purchases at the Pine Tree Council. We are able to store up to seven names including the Unit Leader and Advancement Chairperson on our computer system. This is not automatically updated when you recharter, and must be entered separately into the receipting system. We strongly recommend updating this information annually.

You do have the option of putting NO RESTRICTIONS on your account, but you will need to indicate this in writing by filling out this form and returning it to the Pine Tree Council. This form will be filed and used as proof of restrictions placed by the signing party on your Unit account.

Please return this form to the Scout Shop, 131 Johnson Rd., Portland, ME 04102, or mail to Pine Tree Council 146 Plains Road, Raymond, ME 04071. If you have any questions, please call 207-797-5252 ext 10. Thank you!

Please print neatly.

Pack # _____ Troop # _____ Crew # _____ Post # _____ Ship# _____

The persons listed below are authorized to use this Unit Account. Only these people will be allowed to use the Unit Account.

1. **Cubmaster/Scoutmaster/Advisor:** _____

Address _____ City _____ ST _____ Zip _____

Phone # _____ E-Mail _____

2. **Advancement Chairperson:** _____

Address _____ City _____ ST _____ Zip _____

Phone # _____ E-Mail _____

3. _____

6. _____

4. _____

7. _____

5. _____

► I authorize these people listed above to use our Unit account at the Pine Tree Council Service Center.

Signed: _____ Date: _____

Unit Leader or Unit Treasurer or Unit Committee Chair

► OR ◀

► We do not want to restrict the use of our Unit account. Any member of our unit may charge purchases against the Unit Account.

Signed: _____ Date: _____

Unit Leader or Unit Treasurer or Unit Committee Chair