

Square Fee Reimbursement Request

To assist troops, Girl Scouts of Eastern Pennsylvania (GSEP) will reimburse Square fees if the troop has a **PGA of 200** or more during the relevant cookie year. Additionally, the troop must complete a Square Fee Reimbursement Form and submit it to Council no later than March 31 of the current cookie season. Please note that this is a firm deadline and requests made after this date will not be honored.

GSEP will only reimburse transaction fees incurred from the Square account and will not reimburse any loss caused by the damage of the device or other fees. Other vendors/readers, such as, but not limited to: Venmo and PayPal are acceptable methods of conducting cookie sale financial transactions with customers, but GSEP will not reimburse fees from these devices. For credit card readers that are not Square, the device owner is responsible for all device fees, including data plan charges, other fees or damages to the device.

Restrictions

- 1) Credit card readers are intended for accepting customer payments at booths and are not to be used for parent or girl payments.
- 2) A registered, background-check approved adult volunteer is required at all cookie booths and supervision is recommended when taking payments from customers.
- 3) Credit card readers should be used solely for the Cookie Program and are not endorsed by GSEP to collect other funds. Credit card readers can be retained for future use.
- 4) GSEP is not responsible for, and does not provide technical support for the Square card readers. Please contact Square directly for all questions and issues related to the use of your card reader.

Qualifications

To qualify for this reimbursement, troops will have to submit the following three required materials:

- 1) This form completed in its entirety.
- 2) A troop balance summary report for the Cookie Program with the PGA highlighted.
- 3) A screenshot of the Square dashboard for the past 90 days of transactions (to display the fees incurred from January – March). Please ensure that this screenshot is legible, clearly shows the fees incurred, and the period of the past 90 days are all visible on the same page as the fees.
 - a. On a PC, this can be done by pressing the Windows Key + PrtScn button. You can then paste the image into a Word document or save it as an image file to be printed.
 - b. On a Mac, this can be done by pressing Apple Key + Shift + 3. The image will be saved to your desktop.

Troop #	SU #	Troop Leader Name	Troop Leader Phone Number

Please initial all below:

- I am a registered member of GSEP with a current background clearance.
 I agree to the terms outlined for credit card use.
 I agree to accept credit cards with live signatures from the customers.
 I agree to open the Square account in compliance with the guidelines provided by GSEP.

CC Fees Requested to be reimbursed: \$ _____ Signature: _____

Please complete this form and e-mail to ach@gsep.org by March 31 of the current cookie season. Requests for reimbursements will not be accepted after this date.

By signing, you agree that you have followed the requirements above and completed this form and all four components required to process your request. Approved reimbursements will be deposited into the Troop account via ACH following validation. Please allow 6 weeks for processing. Reimbursement depends on the completed documentation and Troop(s) account being in fully paid position.