

Quick Guide for Troops:

Receipts for Product and Money Transactions

READY TO
explore

Troops must use the provided receipt books to track product and money transactions within the troop. Receipts create a clear paper record of the transfer of product and/or money between the troop and Girl Scout families, this is helpful when there is a troop inventory discrepancy or in the case of a family delinquency.

E. WA & N. Idaho

Money and/or Product Receipt

(Important: Be Sure to Show Troop Number on All Receipts)

Troop # _____ Service Unit _____

Girl's Name _____ Date _____

No. of Cases	No. of Pieces	Product Name	Money
		Mint Treasures - Girl Scout Tin	
		Deluxe Pecan Clusters - Holiday Tin	
		Dark Chocolate Peppermint Pretzels	
		Almonds Covered in a Chocolate Coating	\$ _____
		Caramel Apples	(Amount Due)
		Dark Chocolate Caramel Caps w/ Sea Salt	
		Peanut Butter Bears	
		English Butter Toffee	
		Deluxe Pecan Clusters	\$ _____
		Cherry Almond Clusters	(Amount Paid)
		Dark Chocolate Mint Penguins	
		Dulce de Leche Owls	
		Nut & Caramel Trail Mix	
		Butter Toasted Peanuts	\$ _____
		Fruit Slices	(Balance)
		Dill Pickle Peanuts	
		<-- Total	

Received By _____ Troop # _____

Received From _____ Troop # _____

For Product Transactions:

- 1 From the M2 Delivery Ticket, count out the number of products needed.
- 2 Fill out Troop, Service Unit, Girl Name, and Date in top section.
- 3 Enter the number of each product type given in the appropriate box. Add any financial information in the Money section.
- 4 Have the parent/caregiver confirm the receipt is accurate to the products they are receiving before signing.

For Money Transactions:

- 1 Confirm amount still due from family. Count out money being turned in.
- 2 Fill out Troop, Service Unit, Girl Name, and Date in top section.
- 3 “Amount Due” is what is owed prior to the current transaction. “Amount Paid” is the money being turned in. “Balance” is any remaining money still owed.
- 4 Both parties sign receipt. Give family one copy.

Remember!

Signed Receipts:

Ensure each family signs a receipt when picking up product or turning in money. Signed receipts are required in the event of a family delinquency.

Tried & True Tip:

Keep your copy of receipts attached to your receipt book so you can't misplace them! Tear out only the copy given to families.