

# Receipts

Use receipts for all transactions. Keep a copy of all receipts!

Remember nothing moves without a signed receipt.

- When to use document:
  - Cookie received and returned by parent/girls
  - Money received from parents/girls
- Troop Cookie Chair maintains top (white) copy; give bottom (yellow) copy to parents and girls
- Use a separate receipt to document product picked up, product returned and money deposited. **NEVER** do all on the same receipt.
- Use separate receipts for sisters' transactions in a troop. NEVER put two girls on one receipt.

MONEY AND/or COOKIE RECEIPT			
TROOP # NAME		CT	DATE
Troop # Cookie Chair Name		900	1/24/14
NO. OF CASES	NO. OF PACKS	SAMPLIES	MONEY
	24	THANKS-A-LOTS	
	24	CRANBERRY CITRUS CRISPS	
	24	LEMONADES	
	12	SHORTBREAD	
	36	THIN MINTS	
	12	PEANUT BUTTER PATTIES	
	24	CARAMEL WHITES	
	12	PEANUT BUTTER SANDWICH	
	168	♦ TOTAL	
RECEIVED BY: Troop Cookie Chair (Signature)		TROOP# 01234	
RECEIVED FROM: Sil Cupboard (Signature)		TROOP# SU900	

Receipt for Cookies Picked Up

MONEY AND/or COOKIE RECEIPT			
TROOP # NAME		CT	DATE
SU Cupboard		900	1/24/14
NO. OF CASES	NO. OF PACKS	SAMPLIES	MONEY
1		THANKS-A-LOTS	
		CRANBERRY CITRUS CRISPS	
		LEMONADES	
3		SHORTBREAD	
		THIN MINTS	
		PEANUT BUTTER PATTIES	
1		CARAMEL WHITES	
		PEANUT BUTTER SANDWICH	
5		♦ TOTAL	
RECEIVED BY: Sil Cupboard (Signature)		TROOP# SU900	
RECEIVED FROM: Troop Cookie Chair (Signature)		TROOP# 01234	

Receipt for Return Cookies with up to 3 Day Return

MONEY AND/or COOKIE RECEIPT			
TROOP # NAME		CT	DATE
Girl Name		Troop #	1/24/14
NO. OF CASES	NO. OF PACKS	SAMPLIES	MONEY
		THANKS-A-LOTS	
		CRANBERRY CITRUS CRISPS	
		LEMONADES	
		SHORTBREAD	\$720.00
		THIN MINTS	
		PEANUT BUTTER PATTIES	
		CARAMEL WHITES	
		PEANUT BUTTER SANDWICH	
		♦ TOTAL	
RECEIVED BY: Troop Cookie Chair (Signature)		TROOP# 01234	
RECEIVED FROM: Parent/Adult (Signature)		TROOP# 01234	

Money Receipt For Cookie Payment When Parents Make a Payment

MONEY AND/or COOKIE RECEIPT			
TROOP # NAME		CT	DATE
Troop # Cookie Chair Name		900	1/24/14
NO. OF CASES	NO. OF PACKS	SAMPLIES	MONEY
	24	THANKS-A-LOTS	
	24	CRANBERRY CITRUS CRISPS	
	24	LEMONADES	
	12	SHORTBREAD	
	36	THIN MINTS	
	12	PEANUT BUTTER PATTIES	
	24	CARAMEL WHITES	
		PEANUT BUTTER SANDWICH	
	168	♦ TOTAL	
RECEIVED BY: Troop Cookie Chair (Signature)		TROOP# 01234	
RECEIVED FROM: Sil Cupboard (Signature)		TROOP# SU900	

Cookies MUST be returned by Troop Cookie Chair

Additional Cookie Pick Up with up to a 3 Day Return Stamp