

Tracking Financial Information

3 Ways to use receipt books

Customer Receipt: to give to customers after they purchase cookies

Collecting Payment: used when Troop Cookie Manager collects payment from parents

Distributing Cookies: used when Troop Cookie Manager distributes cookies to parents

Customer Receipt

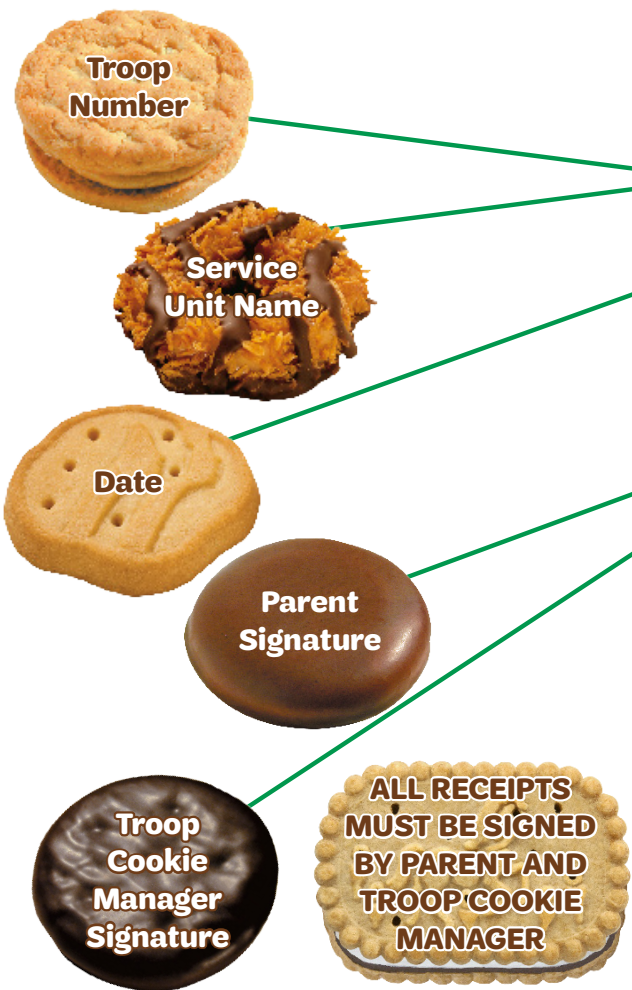
MONEY AND/OR PRODUCT RECEIPT		CLIPBOARD# RECEIVED/DEDUCTED	RECEIPT NO.
TROOP NO. 999	REPORT CODE Kolekole	DATE 2/25/17	FROM
NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE
		SAVANNAH SMILES®	\$16
		TREFOILS®	
		DO-SI-DOS®	
		SAMOAS®	AMOUNT PAID
		TAGALONGS®	\$16
2		THIN MINTS®	AMOUNT STILL DUE
1		GIRL SCOUT S'MORES™	
		TOFFEE-TASTIC™	
3		← TOTAL	
girl scouts		RECEIVED BY (SIGNATURE) Sara Smith	GIRL'S NAME Anna Smith
Little Biscuits		RECEIVED FROM (SIGNATURE) Jane Doe	©, TM, ® 2016-2017 KELLOGG NA CO.
(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)			M-3

Collecting Payment

MONEY AND/OR PRODUCT RECEIPT		CLIPBOARD# RECEIVED/DEDUCTED	RECEIPT NO.
TROOP NO. 999	REPORT CODE Kolekole	DATE 2/27/17	FROM
NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE
		SAVANNAH SMILES®	\$758
		TREFOILS®	
		DO-SI-DOS®	
		SAMOAS®	AMOUNT PAID
		TAGALONGS®	\$550
		THIN MINTS®	AMOUNT STILL DUE
		GIRL SCOUT S'MORES™	
		TOFFEE-TASTIC™	\$208
		← TOTAL	
girl scouts		RECEIVED BY (SIGNATURE) Sara Smith	GIRL'S NAME Anna Smith
Little Biscuits		RECEIVED FROM (SIGNATURE) Jane Doe	©, TM, ® 2016-2017 KELLOGG NA CO.
(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)			M-3

Distributing Cookies

MONEY AND/OR PRODUCT RECEIPT		CLIPBOARD# RECEIVED/DEDUCTED	RECEIPT NO.
TROOP NO. 999	REPORT CODE Kolekole	DATE 2/28/17	FROM
NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE
	6	SAVANNAH SMILES®	\$648
	6	TREFOILS®	
1		DO-SI-DOS®	AMOUNT PAID
2		SAMOAS®	\$648
2		TAGALONGS®	AMOUNT STILL DUE
3		THIN MINTS®	
1		GIRL SCOUT S'MORES™	
	6	TOFFEE-TASTIC™	
9	18	← TOTAL	
girl scouts		RECEIVED BY (SIGNATURE) Sara Smith	GIRL'S NAME Anna Smith
Little Biscuits		RECEIVED FROM (SIGNATURE) Jane Doe	©, TM, ® 2016-2017 KELLOGG NA CO.
(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)			M-3



ALL RECEIPTS MUST BE SIGNED BY PARENT AND TROOP COOKIE MANAGER