

Cookie Receipt Management Grid

Transaction Type	Receipt Type	Created By	Signed By
Initial cookie delivery	Delivery Receipt	Council	Troop Cookie Chair
Cookies distributed to Girl Scouts	M3 receipt (receipt book)	Troop Cookie Chair	Caregiver & Troop Cookie Chair
Cookies returned by Girl Scouts	M3 receipt (receipt book)	Troop Cookie Chair	Caregiver & Troop Cookie Chair
Girl Scout payments to troop	M3 receipt (receipt book)	Troop Cookie Chair	Caregiver & Troop Cookie Chair
Booth cookies picked up by caregiver	Booth Inventory Sheet OR M3 receipt (receipt book)	Troop Cookie Chair	Caregiver & Troop Cookie Chair
Cookies transferred between troops	M3 receipt (receipt book)	Troop Cookie Chair for troop transferring the cookie out	Both Troop Cookie Chairs
Turning money into troop treasurer	M3 receipt (receipt book)	Troop Cookie Chair	Troop Cookie Chair and Troop Treasurer
Planned cupboard order	Smart Cookies Receipt or Cupboard transaction Form	Cupboard Clerk	Troop Cookie Chair
Cookies returned/exchanged at cupboard	Cupboard Transaction Form	Cupboard Clerk	Troop Cookie Chair and Cupboard Clerk
Damaged cookies returned to cupboard	Cupboard Transaction Form	Cupboard Clerk	Troop Cookie Chair and Cupboard Clerk

Explanation

- **Transaction Type:** The type of cookie-related transaction (e.g., pick-up, distribution, payment).
- **Receipt Type:** The specific receipt form used for this type of transaction (could be physical or from Smart Cookie).
- **Created by:** The person responsible for filling out the receipt (typically the cookie manager or parent/guardian).
- **Signed by:** The person who needs to sign the receipt to acknowledge the transaction (could vary based on the context of the transaction).

Process

- **Initial cookie delivery:** When the troop receives cookies from the warehouse or delivery site, the troop cookie chair, or designated troop representative, should sign the pickup receipt and leave the receipt with the delivery station volunteers.

- **Cookies distributed to Girl Scouts:** When cookies are given to girl scouts, the cookie chair fills out a receipt showing the number of packages distributed. The caregiver and troop cookie chair both count and sign, the caregiver receives one copy of the receipt. Only adults should sign receipts as they are a transfer of financial responsibility between parties.
- **Cookies returned by Girl Scouts:** When Girl Scouts return unsold cookies, the parent/guardian fills out a M3 receipt. The caregiver and troop cookie chair both count and sign, the caregiver receives one copy of the receipt. Only adults should sign receipts as they are a transfer of financial responsibility between parties.
- **Girl Scout payments to troop:** When a caregiver makes a payment to the troop, the cookie manager uses the M3 receipt. The caregiver and troop cookie chair both count and sign, the caregiver receives one copy of the receipt. Only adults should sign receipts as they are a transfer of financial responsibility between parties.
- **Booth cookies picked up by caregiver:** Cookies that are being picked up specific to go to a troop booth. The troop cookie chair should utilize the Booth Inventory Sheet or their receipt book to track the cookies and money that were checked out and again, when they are checked in. The troop cookie chair and the caregiver both count and sign upon pickup and return.
- **Cookies transferred between troops:** When cookies are transferred between two troops, the troop transferring the cookies out of their troop creates the transaction in Smart Cookie and writes up an M3 receipt. Both troop cookie chairs should count and sign. Only adults should sign receipts as they are a transfer of financial responsibility between parties.
- **Turning money into the troop treasurer:** When the troop cookie chair hands money off to the troop treasurer, the troop cookie chair uses the M3 receipt. The treasurer and troop cookie chair sign, the treasurer receives one copy of the receipt.
- **Planned cupboard order:** Similar to the initial pick-up, when the troop needs more cookies, the cookie chair orders cookies from the local cupboard. The cupboard clerk will print out the receipt from Smart Cookie or handwrite it on a Cupboard Transaction Form. The cupboard clerk and the troop cookie chair both count and sign. Only adults should sign receipts as they are a transfer of financial responsibility between parties.
- **Cookies returned/exchanged at cupboard:** Cookies that a troop cookie chair is returning to the cupboard should adhere to the Booth Return Policy. The cupboard clerk will write up a cupboard transaction form, the cupboard clerk and troop cookie chair will both count and sign, a copy is given to the troop cookie chair. Only adults should sign receipts as they are a transfer of financial responsibility between parties.
- **Damaged cookies returned to the cupboard:** Cookies that are damaged should be taken to the cupboard for replacement. The cupboard clerk will write up a cupboard transaction form, the cupboard clerk and troop cookie chair will both count and sign, a copy is given to the troop cookie chair. Only adults should sign receipts as they are a transfer of financial responsibility between parties.

Reference Images of Receipts:

Delivery Receipt

Service Unit Name _____ Troop Number _____
 Warehouse/Lane _____ Troop Cookie Manager _____
 Date/Time _____ Phone(s) _____
 Total Case Pick Up _____

ADVENTUREFULS	TOAST-YAY!
LEMONADES	TREFOILS
THIN MINT	PEANUT BUTTER PATTIES
CARAMEL deLITES	PEANUT BUTTER SANDWICH
CARAMEL CHOCOLATE CHIP	

M19 6/22

Booth Inventory Sheet

Be sure to plan for the weather in your area and include umbrellas, spare scarves, gloves, and handwarmers as necessary. Receipts should not block a view customer or exit.

- Tables
- Chairs
- Tables, Adapters, and Signs
- Pop-ups, if allowed
- Change for each table customer price (see coordinator when determining how much change to bring)
- Money pouch
- Technology for processing electronic payments (cell phone, change)
- Cashbox
- Backpacks for large customer orders
- Print out list
- Required approval paperwork
- Transportation to approved areas, sign-up information, permission forms

Code	Adventurefuls	Exploremores	Lemonades	Tablets	Thin Mints	Peanut Butter Patties	Caramel deLites	Caramel Chocolate Chip	Total
Price	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	
Quantity									
Total									

Cupboard to Main Cookie Package Order (Total) Total Table(s) GGI Scouts
 Adult Signatures
 Total Amount Collected (Total Cash Collected minus Cash Out amount) Total Table(s)
 Total Cash Out (Total Cash Out minus Table(s))
 Total amount Collected when Cash Out
 Signatures (Print & Sign) _____
 Troop Cookie Chair (Print & Sign) _____

Smart Cookie Planned Order Receipt

Planned Order # 0000011
 Last modified: October 25, 2024 @ 10:46 PM by Yvonna Sorel
 Order Notes: Need to return 3 cases of lemonade
 Status: Pending Pick-Up

Planned Order for: Troop: 1101 Contact: Anne Volunteer | Unavailable | noncab@gsaink.org@gmail.com
 Pick-up from: Cupboard: San Jose Cupboard Contact: Any Staff | Unavailable | anystaff@yellow.com

Pick-up Details: Saturday, October 26, @ 11:00 AM - 12:00 PM
 1310 S Bascom Ave, San Jose, 95128 CA

Item	Price	CASES / PACKAGES
Adventurefuls	\$0.00	0 / 0
Thin Mints	\$8.00	1 / 0
Lemonades	\$0.00	0 / 0
Tablet	\$16.00	2 / 0
Thin Mints	\$76.00	9 / 0
Peanut Butter Patties	\$20.00	3 / 1
Caramel deLites	\$76.00	2 / 4
Peanut Butter Sandwich	\$0.00	0 / 0
Caramel Chocolate Chip	\$0.00	0 / 0
Total	\$140.00	17 / 5

Signature _____

M3 receipt
(receipt book)

MONEY AND/OR COOKIE RECEIPT

(IMPORTANT: BE SURE TO WRITE TROOP NUMBER ON ALL RECEIPTS)

I acknowledge that my Girl Scout has permission to participate in the Girl Scout Cookie Program and I am financially responsible for the cookies received.

TROOP # / NAME _____ S.U. _____ DATE _____

NO. OF CASES	NO. OF PKGS.	VARIETIES	MONEY
		ADVENTUREFULS®	\$ _____
		EXPLOREMORES™	
		LEMONADES®	
		TREFOILS®	
		THIN MINTS®	
		PEANUT BUTTER PATTIES®	
		CARAMEL deLITES®	
		PEANUT BUTTER SANDWICH	
		CARAMEL CHOCOLATE CHIP - GF	
		TOTAL	

RECEIVED BY _____ TROOP # _____
 RECEIVED FROM _____ TROOP # _____
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Cupboard
Transaction Form

girlscouts of northern california **Girl Scout Cookie Cupboard Transaction Form**

Cookie cupboard name _____ Receipt # _____
 Service unit name _____ 5-digit troop number _____ Date _____

Smart Cookie Order

Damaged
 Did you give new cookies to the troop?
 Yes No
 Did the troop return the damaged cookies to you?
 Yes No

Return (full cases only)
 Please list all cookies returned

Cupboard to Cupboard transfer
 Cupboard Transferring to: _____

Variety	Cases	Packages
Adventurefuls		
Exploremores		
Lemonades		
Trefoils		
Thin Mints		
Peanut Butter Patties		
Caramel deLites		
Peanut Butter Sandwich		
Caramel Chocolate Chip		
Total		

Comments _____ Transaction # _____
 Troop/Representative signature _____ Cookie cupboard signature _____
 or cupboard transferring signature or cupboard receiving signature