

# Receipts

Complete a receipt for Cookies Issued or Money Received: Do not combine cookie products and monies on one receipts.

The form is titled "MONEY AND/OR PRODUCT RECEIPT" and includes fields for CUPBOARD#, RECEIVED/DEDUCTED, and RECEIPT NO. The Troop No. is 100078, the date is 2/1/19, and the amount due is \$98. The total number of packages is 24.

NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE
	4	SAVANNAH SMILES®	\$98
	6	TREFOILS®	
	8	DO-SI-DOS®	AMOUNT PAID
	1	SAMOAS®	AMOUNT STILL DUE
	3	TAGALONGS®	
	2	THIN MINTS®	
	2	GIRL SCOUT S'MORES™	
	2	TOFFEE-TASTIC™	\$98
	24	← TOTAL	

Callout boxes provide instructions: "Enter the number of packages here" (pointing to the 'NO. OF PKGS.' column), "Enter date" (pointing to the 'DATE' field), "Enter total amount here" (pointing to the 'AMOUNT DUE' field), "Enter Total number of packages." (pointing to the 'TOTAL' row), and "Parent and TCM must sign. Enter girl's name." (pointing to the signature and name fields).

The form is titled "MONEY AND/OR PRODUCT RECEIPT" and includes fields for CUPBOARD#, RECEIVED/DEDUCTED, and RECEIPT NO. The Troop No. is 100078, the date is 2/1/19, and the amount paid is \$50.00.

NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE
		SAVANNAH SMILES®	
		TREFOILS®	
		DO-SI-DOS®	AMOUNT PAID
		SAMOAS®	\$50.00
		TAGALONGS®	AMOUNT STILL DUE
		THIN MINTS®	
		GIRL SCOUT S'MORES™	
		TOFFEE-TASTIC™	
		← TOTAL	

Callout boxes provide instructions: "Enter date" (pointing to the 'DATE' field), "Enter amount paid." (pointing to the 'AMOUNT PAID' field), and "Parent and TCM must sign. Enter girl's name." (pointing to the signature and name fields).