

Outstanding Money Report & Contact Record

Use this form to report money owed for product sales. The troop should not pay any amount of money owed that was NOT collected. The troop should accept partial payment only until this form is turned in. Use one form for each outstanding account. Attach any signed receipts and accompanying documentation to this form. The deadline to submit this form for past due parents is before the bank sweep. A Completed Parent Permission Form must be submitted or this form will not be accepted or deducted from monies due.

Please complete and return to productsales@gsmists.org.

QSP Nut Program Cookie Program

Troop Leader/Troop Product Manager Information:

Troop _____ Service Unit _____
 Name _____
 Address _____
 City _____ Zip Code _____
 Day Phone _____ Evening Phone _____ Cell Phone _____

Information about person owing money: Troop Individual (complete next question)

Parent/Guardian Troop Leader Co-Leader Service Team Member Other Volunteer

Troop _____ Service Unit _____
 Name _____
 Address _____
 City _____ Zip Code _____
 Phone _____ Email _____
 Employment and phone _____
 Driver's License Number _____
 Girl's Name _____

Total dollar amount of product sold by girl: \$ _____ Number of items signed for: _____
 Minus amount paid to date: \$ _____ Number of items paid for: _____
 Balance owed: \$ _____

Contact Notes	Name/Date
_____	_____
_____	_____
_____	_____