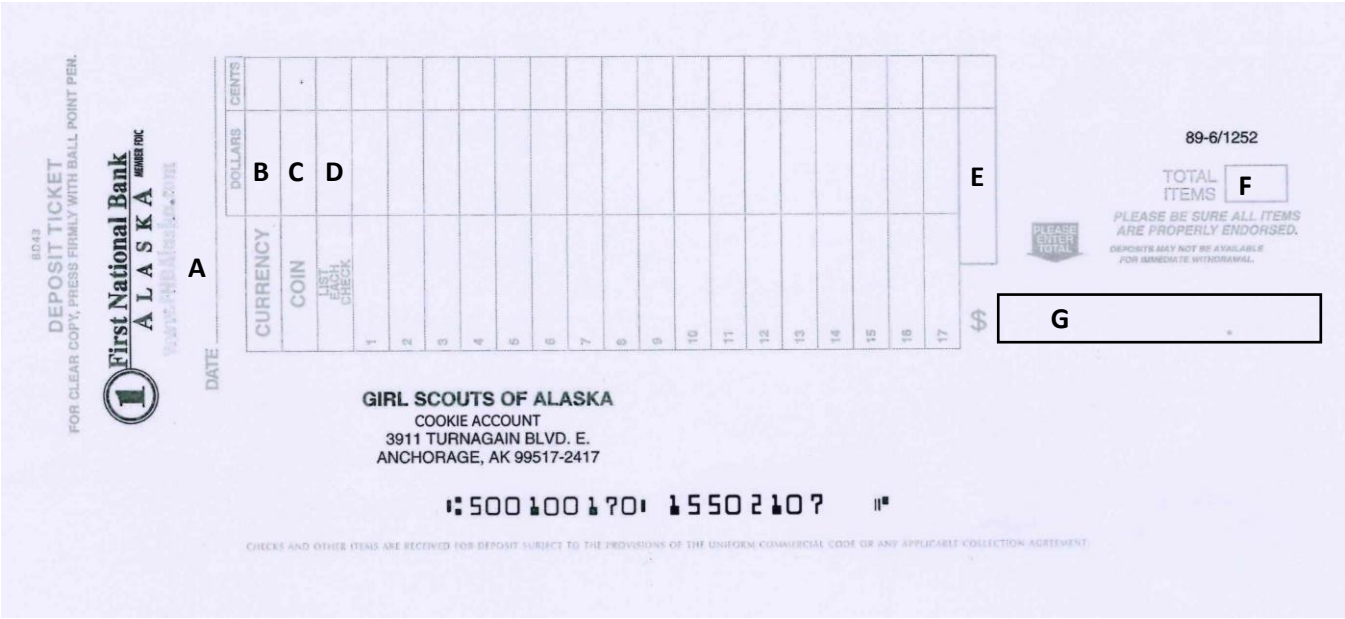
Troop Instructions – Cookie/Fall Product Payments

Procedure for Deposit Slip Creation

1. Record the date of deposit on the date line. (A)
2. Record the dollar amount included in the deposit on currency line. (B)
3. Record the coins included in the deposit on the coin line. (C)
4. List each check included in the deposit. One check per line, dollars and cents in the correct column. (Start in box D) If you run out of check lines, more lines may be added to the back of the slip. You can also write "See Attached" on line D and include a printed list of check numbers and amounts with your deposit ticket. Just insure proper total amounts are included on the deposit ticket and the printed list.
5. Total all cash, coins, and checks and write this total at the bottom of the check list. (E)
6. Write total number of checks included in the total items box. (F)
7. Rewrite the total from line E to the $ total line. (G)
8. A deposit receipt should be submitted to council to ensure the proper recording of deposits. A photo is acceptable, as long as the Troop number is provided. Receipts can be submitted to **accounting@girlscoutsalaska.org.**