

## **Product Program**

# Outstanding Money Report and Contact Record

Use this form for money owed for product sales. The troop should not pay any amount of the money that was NOT collected. Use only one form for each outstanding account.

## Please refer to the current ACH schedule for this form's due date.

This form must be completed in its entirety and include the following documentation:

- 1. Parent/Guardian Permission & Responsibility Form
- 2. Any and all receipt documentation (M-3 receipts)

#### Send this completed form and all documentation to helpdesk@gshom.org.

Today's Date://	☐ Treats & Reads Program ☐ Co	okie Program
Troop Leader Information: (Please Pr	int)	G
Troop #: Service Unit #:	Regional Center:	
Name:		
Address:		
City:	State: MI Zip code:	
Phone ()	Email:	
-	ey:   Parent/Guardian   Troop Leader	
_	_ Girl Name:	
Debtor Name:	Driver License:	
Address:		
City:	State: MI Zip code:	
Phone ()	Email:	
<b>Total</b> number of items ordered:	packages	
Total amount due to troop	\$	
Amount already paid to troop	\$	
Total amount to be collected by GSHOM	\$	
Contact Log (please initial and date each to	ime that you have made/attempted contact)	Initial/Date
1		/
2		
3		

# **Product Program**

Instructions for Outstanding Money Report and Contact Record

By completing this report, you ensure the troop is not held responsible for any outstanding amount that may be owed by a Girl Scout family. If the troop does not complete and return this report, it is assumed that the debt is owed by the troop and the troop will be held liable for any outstanding money. Fill out one form for each outstanding amount.

Email this form by the date posted on the current ACH schedule, along with copies of **signed** M-3 Receipts, Parent Permission Forms, and other supporting documentation to

# helpdesk@gshom.org

girl scouts heart of michigan	
Product Program	
Outstanding Money Report and Contact Record	
Use this form for money owed for product sales. The troop should not pay any amount of the money that was NOT collected. Use only one form for each outstanding account.	
Please refer to the current ACH schedule for when this form is due.	
Completely fill  This form must be completed in its entirety and include the following documentations:	
out information regarding the  1. Parent/Guardian Permission & Responsibility Form	
nerson submitting 2. Any and all receipt documentation (M-3 receipts)	ether
this form. This  This completed form and documentation must be sent to helpdesk@gshom.org.  the debt	
ensures we can reach out to ask Troop Leader Information: (Please Print) Treats & Reads Program Cookie Program Treats & Troop Leader Information: (Please Print)	
questions. Program.	
Name:	
Address:	
City:State: MI Zip code:	
Phone () Email:	
Fill in all  Information about person owing money:  Parent/Guardian Troop Leader Other Volunteer the debt is the debt is a converted by the debt is a conver	
information   December 1	
regarding the Address:	
person responsible City. State: MI Zin code: (1104), City.	
for the debt and the amount of Phone () Email: an individe (Parent	luai
outstanding Total number of items ordered:packages or Other	
money due. > Total amount due to troop \$ Volunteer	).
Amount already paid to troop \$	
Total amount to be collected by GSHOM \$	
Contact Log (please initial and date each time that you have made/attempted contact) Initial/Date	
List any contact or any other 1	
or any other pertinent $\rightarrow$ 1	
information 2	
collected while	
trying to collect 3	
the outstanding	
balance. Please	
make three	
attempts to collect. Include	
any other	

supporting communications on separate page.