

GSMW Fall Product Money Handling Tips

Please use this as a reference for tips and guidance on handling money for the Fall Product Program

Receipts

PRODUCT = MONEY

ANYTIME product or money changes hands (at any level: SU, Troop, Caregiver) a receipt should be completed. This will protect your Girl Scout Troop and caregivers from any discrepancies or outstanding balance issues.

Get a receipt when:

Troop Product is picked up from the SU
Product for a Girl Scout is picked up by a Caregiver
Money is turned in for product (check, cash, etc.)

Outstanding Balances cannot be accepted without receipts. The last person on record accepting and signing for the product will be financially responsible for that product. There are no exceptions.

Taking Payments

Council recommends that payment for product NOT be collected until product is delivered. If a customer insists on paying at the time of order, please make sure there is a record/receipt of the transaction. You should collect money at the time of order for donation items since they will not be delivered to the customer later.

Fall Program

Cash: Make sure you are able to provide change if necessary.

Check: Must be less than \$200 and deposited within 30 days of check date.

- Checks that are returned as NSF that are over \$200 or are deposited more than 30 days from the check date will not be eligible for NSF reimbursement by Council.
- Only accept check payments from friends/family/customers or people you trust.

Clover Go: Card processing app where Troops and caregivers can accept credit cards. You have the choice to enter notes and details about the order.

**This is only available to troops that are already registered.*

General Product Program Links

[Set up your Troop Bank Account](#)

[Adjusting your Troop Bank Account Info](#)

[Outstanding Balance Form](#)