

Girl Scouts of Eastern Oklahoma
COOKIE PROGRAM
UNPAID FUNDS FORM

Names of parents/guardians failing to submit entire cookie payment must be reported below. Complete one form for each individual with money due. **Return this form to your service unit cookie coordinator with the Troop Cookie Report.** If problem arises after reporting, **this form is due to council no later than April 15.**

Attach documentation: Parent Permission Slip and Money/Cookie Receipts showing number of cookies received and money paid must be attached. This form is invalid without documentation. *Troop cookie managers are responsible for all unpaid funds not reported on this form by deadline.*

Troop _____ Service Unit _____

Debtor's Name _____ Girl's Name _____

Relationship to Girl _____

Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Driver's License # _____ Social Security # _____

Employer _____

A	Total Cookies Received @ \$5/box	
B	Amount Due (A x \$5)	\$
C	Total Cookies Received @ \$6/box	
D	Amount Due (C x \$6)	\$
E	Total Amount Due (B + D)	\$
F	Portion Paid	\$
G	Net Amount Due (E-F)	\$

For Council Use Only

Amount Due Council _____

Upon payment:

Amount Due Troop _____

- ACH Adjusted
- Troop Refunded Date _____
- Cookie Credit on Hold
- Case Created

- Cookie Credit Released
- Balance Due Troop
- Update Case

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COOKIE PROGRAM, UNPAID FUNDS FORM, cont'd.

Describe the problem and note any efforts to collect:

Is there intent to make payment? Yes No If yes, what are the plans?

Completed by: Troop Cookie Manager Leader Date _____

Please provide contact information for both:

Troop Cookie Manager _____ Phone _____

Email _____

Troop Leader _____ Phone _____

Email _____

You may list or attach any additional information that may be helpful.