

Directions for Transaction Log, Vendor Reimbursement Log, and Summary Sheet

These templates are intended to help your market keep track of use of your wireless machine, Crop Cash, and vendor reimbursement information collected here is helpful for your markets, but is also required for reporting for the Crop Cash Program. Please submit your data by the 10th of each month for the previous month.

*The EBT and Debit Transaction Log is for use on market day. Information should be recorded at the time of each EBT and

* To use the Transaction Log, keep a bunch of blank copies on hand near your wireless card reader. Each time a customer uses and/or gets Crop Cash you should enter all applicable data.

* Vendor Reimbursement Log is to track when currency is being redeemed by your customers. It is also a helpful tool to organize payments.

* To use the Vendor Reimbursement Log, type the names of your regular vendors into a saved electronic spreadsheet. Then enter with your vendors names already entered. Record the amounts as you tally the currency that each vendor gives you at the market. You will also need to report on the amount you redeem to each vendor for the whole season.

*The market summary sheet incorporates information from both the daily log and the vendor log. This provides the long term customer's EBT/Debit/Crop Cash purchases and redemption rate. THIS FORM IS ESPECIALLY IMPORTANT FOR OUR FUNDERS! It also includes vendor information for each market that you are required to collect.