

Girl Scouts of Eastern Oklahoma  
**2012 Metro Cupboard Locations and Times**

**Council Cupboard #564 – Tulsa**

Service Center – back parking lot, beneath Store

2432 East 51<sup>st</sup> Street Direct line to the basement: 918-745-5211 – no messages retrieved

Hours: M-F 9:00 – 4:00

Place pending order in eBudde. Enter the date you will pick up the cookies or email [kbrandon@gseok.org](mailto:kbrandon@gseok.org).  
48-hour advance notice preferred. Cookies may or may not be available on short notice.

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**Southeast Metro Cupboard #564691 – Broken Arrow**

1113 W Utica St Closest major intersection is 101st and Elm (161st)

Hours: By appointment only. Daily 10 am to 10 pm (Closed every Thursday)

Troops can place an order through eBudde, Email, texting or calling.

Krystal Reese, [kk40@cox.net](mailto:kk40@cox.net), 918-671-4853

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**Mounds Cupboard #564617**

17633 S Santa Fe Street

Hours:

Monday, 6:30 - 9:30

Wednesday thru Friday, 6:30 - 9:30

Saturday and Sunday, 1:00 - 9:30 Call ahead to ensure someone at cupboard.

E-mail or call for other times and days.

Roger Beall, [mallardgt@aol.com](mailto:mallardgt@aol.com), subject heading "cupboard order", or 918-200-3281 and leave message with name, order (if not using the pending order on eBudde), time/date pick-up, troop number, and return phone number.

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**Jenks Cupboard #564625**

2310 West C Street

Hours:

Sunday, 4:00 – 6:00

Monday, 11:30 a.m. – 12:30

Tuesday-Wednesday, 5:30 – 7:00

Thursday, 7:30 – 8:00

Friday, 6:00 – 8:00

Jessica Foster, [jesslf0819@yahoo.com](mailto:jesslf0819@yahoo.com)

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**Oak Leaf Cupboard #564606 – Tulsa**

222 South Kenosha - corner of Third and Kenosha in downtown Tulsa.

Hours:

Tuesday & Thursday, 9:30 – 10:15 and 4:30 – 5:15

Saturdays times may vary based on customer need.

We will need to know about 24 hours in advance. Melissa Hamby, [hambyao@hotmail.com](mailto:hambyao@hotmail.com).

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**Redbud Cupboard #564601 – Tulsa**

9211 E 90<sup>th</sup> Place

Hours: schedule varies weekly

Enter pending orders. Call, text or email Karen Holland, [k\\_holland@cox.net](mailto:k_holland@cox.net), 918-869-2726.

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**Southside Cupboard #564612 - Tulsa**

4035 E 52<sup>nd</sup> Place

Hours: vary

Contact Susan Lamkin, [susanlamkin@cox.net](mailto:susanlamkin@cox.net), 918-557-9148

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**Bixby Cupboard #564615**

10338 E 113<sup>th</sup> St S

Hours: vary, email for schedule

Nicole Good, [Nicole.D.Good@gmail.com](mailto:Nicole.D.Good@gmail.com), 918-521-5257

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**Osage Cupboard #564623 – Collinsville**

619 West Main

Hours: Tuesday, Thursday, Saturday

Traci Gordon, [traci\\_gordon@sbcglobal.net](mailto:traci_gordon@sbcglobal.net),

## Additional Area Cupboards

### Henryetta Cupboard #564634

First United Methodist Church, 1212 S Lake Drive

Hours: Flexible with a few hours' notice, except Tuesdays.

Heidi Jones, 918-833-0451

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### Will Rogers Cupboard #564630 – Claremore

First Christian Church, 200 East 5<sup>th</sup> Street

Hours: Monday & Thursday from 4:30 - 7:00 p.m. Orders must be submitted by 2:00 p.m. on day of pickup.

Susan Kotoff, [bes3kids@sbcglobal.net](mailto:bes3kids@sbcglobal.net), 918-510-9931

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### Lakeland Cupboard #564643 – Pryor

By appointment.

Contact Shelley Gibson, [coachsg2008@yahoo.com](mailto:coachsg2008@yahoo.com), 918-605-3956

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### Muskogee Cupboard #564650

Girl Scout Office, 2411 West Okmulgee

Hours vary – four days' advance notice preferred.

Email or text:

Leslie Hamil, [lhamil@gseok.org](mailto:lhamil@gseok.org), 918-351-9881

Debra Murray, [dmurray@gseok.org](mailto:dmurray@gseok.org), 918-822-7009

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**If your area is not listed, contact your Service Unit Cookie Coordinator for local Cupboard information.**

## Create a Pending Order Request for a Cupboard

A troop can create a pending cookie order request for a cupboard on the transaction tab. The pending order is created automatically by selecting the appropriate options on the product transaction form

### Create a product transaction

To create an inventory transaction, left-click the **Add a Transaction** button. The system will display a product transaction form.

Product	Cases	Packages
Savannah Smiles	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0 = 0	0 = 0

**Date** – enter the date of the transaction. The system will default to the current date or the previously keyed date.

**Type** – Select Normal.

**Receipt #** - eBudde will default to an automated number. This number may be changed later by the Cupboard Clerk or Council.

**Second Party** - Cupboard is selected and a cupboard number is entered. See numbers in list above.

**Add/Remove Drop Down:** You have two options. If cookies are being added to your troop from the cupboard, click Add Product. (If you are transferring cookies to another troop, click Remove product.)

**Enter the quantities** of product in **full cases** for cupboard transactions.

Left-click **Okay** to save the transaction. The transaction is displayed on the grid and you will see a yes under the pending column. (Left-click **Cancel** to leave the form without saving.)

You then must click **Save** to save the transaction(s) entered. The system will warn you if you do not save the worksheet as your data will not be saved.

Your cupboard will approve and lock the transaction.