

# TICKET SALES REPORT

RECEIVED \_\_\_\_\_

\_\_\_\_\_ STUDENT ACTIVITY FUND (850)      \_\_\_\_\_ AUXILIARY OPERATIONS (525)

SCHOOL \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_ CLUB SPONSOR \_\_\_\_\_

EVENT/SPORT \_\_\_\_\_ LEVEL (circle one)    Varsity    JV    9th

ACCOUNT CODE \_\_\_\_\_

BAG # /GATE # \_\_\_\_\_ TICKET SELLER \_\_\_\_\_

TICKET TAKER \_\_\_\_\_

## SALES REPORT

| TICKET TYPE            | TICKET #'s ISSUED |    | TICKET #'s RETURNED |    | NUMBER SOLD (B)-(A) | SELLING PRICE | PRICE EXTENSION |
|------------------------|-------------------|----|---------------------|----|---------------------|---------------|-----------------|
|                        | FROM (A)          | TO | FROM (B)            | TO |                     |               |                 |
|                        |                   |    |                     |    |                     | \$            | \$              |
|                        |                   |    |                     |    |                     | \$            | \$              |
|                        |                   |    |                     |    |                     | \$            | \$              |
|                        |                   |    |                     |    |                     | \$            | \$              |
|                        |                   |    |                     |    |                     | \$            | \$              |
|                        |                   |    |                     |    |                     | \$            | \$              |
|                        |                   |    |                     |    |                     | \$            | \$              |
| <b>TOTAL SALES (D)</b> |                   |    |                     |    |                     |               | \$              |

| DENOMINATION                   | CHANGE FUND ISSUED                   | CASH/CHECKS RETURNED                   |
|--------------------------------|--------------------------------------|--|
|                                | FILLED OUT BY:<br>BOOKSTORE/DESIGNEE | FILLED OUT BY:<br>SPONSOR/CLUB OFFICER |
| CHECKS                         | \$                                   | \$                                     |
| 100.00                         | \$                                   | \$                                     |
| 50.00                          | \$                                   | \$                                     |
| 20.00                          | \$                                   | \$                                     |
| 10.00                          | \$                                   | \$                                     |
| 5.00                           | \$                                   | \$                                     |
| 2.00                           | \$                                   | \$                                     |
| 1.00                           | \$                                   | \$                                     |
| 1.00 COIN                      | \$                                   | \$                                     |
| 0.50                           | \$                                   | \$                                     |
| 0.25                           | \$                                   | \$                                     |
| 0.10                           | \$                                   | \$                                     |
| 0.05                           | \$                                   | \$                                     |
| 0.01                           | \$                                   | \$                                     |
| <b>SUBTOTAL</b>                | \$                                   | \$                                     |
| <b>TOTALS LESS CHANGE FUND</b> | \$ (            )                    |  |
| <b>TOTAL DEPOSIT (C)</b>       | \$                                   |  |

| RECONCILIATION   |          |
|--|----------|
| TOTAL DEPOSIT (C)  | \$ _____ |
| TOTAL SALES (D)  | \$ _____ |
| CASH OVERAGE/(SHORTAGE) (C-D)  | \$ _____ |
| REASON FOR OVERAGE/(SHORTAGE):   |          |
| _____  |          |
| _____  |          |
| NOTE: <u>Two counts</u> and <u>two signatures</u> are required below before bringing deposit to the bookstore. |          |

## SIGNATURES

**X** \_\_\_\_\_ DATE  
SPONSOR/GAME MANAGER

**X** \_\_\_\_\_ DATE  
CLUB OFFICER/TICKET SELLER

**X** \_\_\_\_\_ DATE  
CASH COLLECTION, TICKETS, CHANGE VERIFIED BY BOOKSTORE MANAGER/DESIGNEE

CHANGE FUND ISSUED TO:

**X** \_\_\_\_\_ DATE  
SPONSOR/CLUB OFFICER/GAME MANAGER

CHANGE FUND ISSUED BY:

**X** \_\_\_\_\_ DATE  
BOOKSTORE MANAGER/DESIGNEE