

STUDENT ACTIVITY TICKET SALES

(All Student Activities with Ticket Sales Must Use Numbered Tickets)

Name of Organization _____ Date of Event _____

Fund # _____ - _____ Ticket Seller(s) _____

Student Activity Advisor _____

Type of Event _____

ADULT TICKETS: PRICE PER TICKET \$ _____

OF FIRST REMAINING TICKET (a) _____

OF FIRST TICKET SOLD (b) _____

OF COMPLIMENTARY TICKETS (c) _____

TICKETS SOLD (a minus b) _____ @ \$ _____ = \$ _____

STUDENT TICKETS: PRICE PER TICKET \$ _____

OF FIRST REMAINING TICKET (a) _____

OF FIRST TICKET SOLD (b) _____

OF COMPLIMENTARY TICKETS (c) _____

TICKETS SOLD (a minus b) _____ @ \$ _____ = \$ _____

TOTAL MONEY TO BE DEPOSITED: \$ _____

ACTUAL MONEY DEPOSITED: \$ _____

7. DIFFERENCE (SHORT/OVER) circle one: \$ _____

Explanation of overage/shortage: _____

Advisor

Date

Principal

Date

No expenses (contracted services, concessions, student rewards, etc.) are to be paid from the ticket receipts. All admissions money must be accounted for and deposited with the building cashier. All expenses must be paid with a valid purchase order.

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