



# 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: \$ \_\_\_\_\_

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.

**Please submit requisitions for student activity expenses at least two weeks prior to event.**