

**SCHOOL ACTIVITY FUND  
REQUISITION AND REPORT OF TICKET SALES**

School	CHRISTIAN CO HIGH SCHOOL
Activity Account/Sport	FOOTBALL
Boys Girls Grade	Varsity JV Fresh



Event	MCCRACKEN COUNTY
Date	9/10/2020
Receipt #	


**LEAVE BLANK - BOOKKEEPER WILL COMPLETE**

**TICKET REQUISITION**

This is to acknowledge receipt of the tickets to be sold for the event listed above. The first ticket number sold (not the one attached to this form) is recorded in Column B. The unsold end ticket number will be recorded in Column C on completion of ticket sales.

Receipt of start up \$ 200.00 (I) for change is also acknowledged.

Attach full <u>unsold</u> start tickets here	
Attach full <u>unsold</u> end tickets here ( C )	

	PERSON IN CHARGE OF SALES: Person who receives the change box, with start up cash inside, and attaches the beginning ticket to the sheet. Person takes the box to the even and instructs Ticket Taker and Ticket Seller on their duties.
BOB SMITH	
Acknowledge Receipt of tickets and change fund	

**REPORT OF SALES**

		A	B	C	D	E	F
		Ticket Color	Beginning Ticket Number	Next Available Ticket Number	Number of Tickets Sold (C-B)	Price Each (\$)	Total (D x E)
Advance Sales	Adults						
	Students						
	Other						
GATE # <u>1</u>	Adults		841971	842041	70	\$ 2.00	\$ 140.00
	Students						
	Other						
<b>Total Sales</b>							<b>(G) \$ 140.00</b>

Separate forms are to be used for EACH Gate Entrance

Checks		\$ -
Currency	(+)	\$ 335.00
Coin	(+)	\$ 5.00
Total of all money	(=)	\$ 340.00
Less Start Up money (I)	(-)	\$ 200.00
Money Collected (H)	(=)	\$ 140.00

Money Collected (H)		\$ 140.00
Total Sales (G)	(-)	\$ 140.00
Cash Over/Short (H-G)	(+ OR -)	\$ -
Amount to Receipt (H)		\$ 140.00

**TICKET SELLER:** Ticket Seller is the person who asks the patron how many tickets they wish to purchase, takes the money, makes change, and gives them their tickets. After sales are over, Ticket Sller will attach the next ticket on the roll to the form as the ending ticket.

Ticket Seller:	MARTHA MCCALL	Date:	
Ticket Taker:	JOE THOMPSON	Date:	
Person in Charge of Sales:	BOB SMITH	Date:	

RECEIVED BY:	JACKIE BOSS	Date:	
	School Treasurer		

**TICKET TAKER:** After patron has purchased their tickets, the Ticket Taker will meet them at the door, take their ticket, tear it in half, put one half in a jar, and give the other half to the patron. Ticket Taker DOES NOT handle money.

**PERSON IN CHARGE OF SALES:** Change box, remaining unused tickets, and jar of ticket halves are all returned to the Person In Charge of Sales. Person then counts the money, with the Ticket Seller, to account for all sales, start up change, and over/short. Person In Charge of Sales entures that Ticket Seller and Ticket Taker have signed the form in the appropriate places. Person In Charge of Sales turns changes box, tickets, completed form and money for deposit in to the bookkeeper.

**BOOKKEEPER:** Bookkeeper will count the cash, record receipt in Munis, and deposit money.

\* Form and money must be turned in to school treasurer the first work day following the event.  
\*Money is to be locked in school safe or taken to bank. Use one Form F-SA-1 per gate.