# STUDENT ORGANIZATIONS TICKET SALES REPORT

This form is provided for organizations to document ticket sales.

**INSTRUCTIONS For Completing this Form:**

Section One should be completed and signed by an officer and the Business Administrator for Student Services (BASS) staff member before the sale begins. Section Two is to be completed and signed by the same individuals at the conclusion of the sales event. When completed, the orginal will be retained by the BASS office and a copy by the treasurer and filed in the organization's financial record book. This information will help provide internal control of the club's assets and documentation for financial audits.

NAME OF ORGANIZATION _____ ACCOUNT NO. _____ DATE OF EVENT _____

LOCATION OF EVENT _____ TYPE OF EVENT _____

## SECTION 1) TICKET INORMATION: COMPLETE PRIOR TO SALE

| TICKET NUMBERS | QUANTITY | PRICE | TOTAL VALUE |
|---|---|---|---|
| | | | - |
| | | | - |

TOTAL VALUE OF TICKETS **(A)** $ -

The beginning ticket has been counted and verified by the officer and member named below.

Student Organization Officer _____ Phone _____ Date _____

Bass Staff _____ Phone _____ Date _____

## SECTION 2) SALES RECONCILIATION: COMPLETE AT CONCLUSION OF SALE.

| UNSOLD TICKET NOS. | QUANTITY | SELLING PRICE | TOTAL VALUE |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

TOTAL VALUE OF UNSOLD TICKETS **(B)** $ _____

TOTAL TICKET SALES LINE A - LINE B = LINE C **(C)** $ _____

DEPOSIT RECORD:

| DATE | AMOUNT |
|---|---|
| | |
| | |
| | |
| | |

TOTAL DEPOSIT FOR THIS EVENT **(D)** $ _____

LINE D - LINE C = $ _____

CASH OVER/SHORT EXPLAIN BELOW:

_____

_____

The ticket count and deposit record, have been reviewed and verified by the officers and BASS staff member named below. Completed reports must be retained in the Club's financial record book as back-up documentation.

Member in charge of sales _____ Phone _____ Date _____

Bass Office _____ Phone _____ Date _____

BASS 3/00 BASS Comments: _____