ALACHUA COUNTY PUBLIC SCHOOLS
BUSINESS SERVICES DEPARTMENT

PRINCIPAL'S REPORT OF ACTIVITY EVENT RECEIPTS AND ADMISSIONS

_____HIGH SCHOOL VS _____ EVENT DATE_____

EVENT_____ LOCATION_____

Instructions: Prepare in duplicate. Retain the duplicate with your records to be made available for audit. Forward original of this report, originals of all reports of ticket sales or admissions, original list of complimentary admissions, and the torn event ticket stubs to the INTERNAL ACCOUNTS DEPARTMENT, THE SCHOOL BOARD OF ALACHUA COUNTY within 15 calendar days of the event.

Attached are the following receipts and admissions reports for the above captioned event:

TYPE OF SALE: Season Tickets _____ Advance Sale _____ Box Office _____

A. Report of Ticket Sales

TICKET SELLER (Print Name(s))	BEGINNING/ENDING NUMBERS SOLD	QUANTITY	PRICE	TOTAL SALES	ACTUAL RECEIPTS

B. Complimentary Admissions (list attached) Total _____

Admitter of Complimentary Admissions

_____
(Print Name)

C. Totals Admissions* _____ $ _____ $ _____

D. I hereby certify that this is a complete and accurate report of all admissions and admission receipts (except for season tickets, where applicable), for the above captioned event.

* Include complimentary admissions

_____
Principal Date

Form No. FIN 045.003
New Date: 7/14/08

Retain 3 Years/Internal Account's Office