Internal Accounts

Activity Event Ticket Seller's Report

School	Ticket Station	Event	Date

Kind of Ticket	Color	Price Each	First Number on Roll Before Sale	Tickets Received By	First Number on Roll After Sale	Return Verified By	Quantity Sold (Count)	Total Sales

I certify that this report is true and accurate in every detail

_____
Signature – Ticket Seller

_____
Verified by: (Principal, Secretary or Business Officer)

Change Received

$_____ By _____

Return/Received

$_____ By _____

None rec'd _____

Totals

Actual Cash Received $_____

Recorded on Receipt #_____

Date:_____ **By**:_____

INSTRUCTIONS: Use for all events for which admission is charged. Original to be forwarded with Principal's Report of Activity Event Receipts. Prepare additional copy (or copies) as needed for records and accountability of individual school. Prepare form for each ticket seller, for all selling locations. Complete all areas. Note any problems or discrepancies. **RETURN TORN TICKET STUBS WITH REPORT.**