

**SCHOOL EVENT RECEIPT FORM**

School Name: \_\_\_\_\_

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Change Cash Delivered: \$ \_\_\_\_\_

**TICKETS CHECKED OUT:**

Reserved Tickets:	Numbers from _____ to _____
General Admission:	Numbers from _____ to _____
Adult Tickets:	Numbers from _____ to _____
Student Tickets:	Numbers from _____ to _____

Change Cash and Tickets Delivered To: \_\_\_\_\_  
Individual's Signature Date

**TICKETS SOLD:**

Reserved Tickets:	Numbers from _____ to _____
General Admission:	Numbers from _____ to _____
Adult Tickets:	Numbers from _____ to _____
Student Tickets:	Numbers from _____ to _____

	<u>Tickets Sold</u>	<u>Ticket Price</u>	<u>Total Amount</u>
Reserved Ticket Sales:	_____ X \$ _____	= \$ _____	
General Admission Sales:	_____ X \$ _____	= \$ _____	
Adult Ticket Sales:	_____ X \$ _____	= \$ _____	
Student Ticket Sales:	_____ X \$ _____	= \$ _____	
<b>Total Cash From Ticket Sales:</b>			<b>\$ _____</b>

**TICKETS RETURNED:**

Reserved Tickets:	Numbers from _____ to _____
General Admission:	Numbers from _____ to _____
Adult Tickets:	Numbers from _____ to _____
Student Tickets:	Numbers from _____ to _____

Cash Received from Individual\*: \$ \_\_\_\_\_  
 Less Change Cash: - \_\_\_\_\_  
 Total Cash from Ticket Sales: \$ \_\_\_\_\_

\*Receipt number \_\_\_\_\_, dated \_\_\_\_\_, issued to \_\_\_\_\_,  
 by \_\_\_\_\_ for \$ \_\_\_\_\_ cash received from school activity event.

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I have verified this report to be correct: \_\_\_\_\_  
Principal's Signature Date