

TICKET SALES REPORT

Ticket Taker Name: _____ Date: _____

Event: _____

INSTRUCTIONS: For each ticket sold, tear off top portion and put in cash box. Hand rest of ticket to purchaser. When Site Supervisor (Athletic Director or Principal) comes to collect cash box, tear one more ticket off (closing ticket) of each roll and attach to this report.

Attach 1st Ticket & Closing Ticket from each roll in shaded area below
Do *not* overlap pre-printed # on tickets

ADULT TICKET COLOR _____ **COST FOR EACH ADULT TICKET \$** _____ (E)

ROLL 1

ROLL 2

1st Ticket Number on Roll (A) _____ (A) _____
DO NOT SELL – Attach to this Report

Closing Ticket Number (C) _____ (C) _____
DO NOT SELL – Attach to this Report

Opening Ticket Number (#) (B) _____ (B) _____
on First Ticket **SOLD**

NUMBER OF TICKETS SOLD (D) _____ (D) _____
(C) minus (B) (C) minus (B)

Amount Collected for Tickets Sold:
of Tickets Sold x Adult Ticket Price (D) x (E) _____

TOTAL ADULT TICKET SALES \$ _____
Total Amount Collected (Roll 1 + Roll 2)

STUDENT TICKET COLOR _____ **COST FOR EACH STUDENT TICKET \$** _____ (E)

ROLL 1

ROLL 2

1st Ticket Number on Roll (A) _____ (A) _____
DO NOT SELL – Attach to this Report

Closing Ticket Number (C) _____ (C) _____
DO NOT SELL – Attach to this Report

Opening Ticket Number (#) (B) _____ (B) _____
on First Ticket **SOLD**

NUMBER OF TICKETS SOLD (D) _____ (D) _____
(C) minus (B) (C) minus (B)

Amount Collected for Tickets Sold:
of Tickets Sold x Student Ticket Price (D) x (E) _____

TOTAL STUDENT TICKET SALES \$ _____
Total Amount Collected (Roll 1 + Roll 2)

Total Adult Ticket Sales + Total Student Ticket Sales = **TOTAL SALES \$** _____

IMPORTANT: Verify information on this report is correct and sign below.
Also, sign your Invoice/Time Sheet so the Treasurer's Office can process your payment for working the gate.

Ticket Taker Signature

Site Supervisor Signature

Deposit Prepared By Signature