ATHLETIC ADMISSION SALES REPORT
PAGE 1 OF 3
PRESALE TICKETS

_____ vs. _____ Date: _____
Home School Opponent

All presale tickets must be accounted for on this form.

Opposing School:

Total number of tickets sent to opposing school: _____

Beginning # _____ Ending # _____

Less: Complimentary tickets (Beg #_____ End #_____) _____

Less: Tickets returned _____

Total tickets sold by opposing school: _____

Multiplied by price: X _____

Total collected from opponent: $_____

EPES receipt #_____ Deposit date:_____

Home School:

Tickets sold*:

Begin #	End #	# Sold	x Ticket Price	=	$ Tickets Sold
_____	_____	_____	_____		_____
_____	_____	_____	_____		_____
_____	_____	_____	_____		_____

Total (Value of Tickets Sold) $_____

Complimentary tickets – Home School*:

Begin #	End #	Number Given
_____	_____	_____

Cash per deposit $_____

EPES receipt #_____ Deposit date:_____

*To determine the actual number of tickets sold (or given out), take the actual ending ticket number (the number of the last ticket sold or given out), subtract the actual beginning ticket number and add 1 to the total. Trust us, this works!

Signature of Preparer: _____ **Date:** _____

ATHLETIC ADMISSION SALES REPORT
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GATE RECEIPTS

_____ vs. _____ Date: _____
Home School Opponent

All unsold tickets must be retained for audit purposes.

Gate Change: _____

Signature of Seller receiving change & tickets: _____

GENERAL ADMISSION TICKET SALES:

Gate Location: _____ Ticket Color: _____

	Begin # Issued	Ending # Issued	Last Ticket Number Sold	Number Sold*
Roll 1:	_____	_____	_____	_____
Roll 2:	_____	_____	_____	_____
Roll 3:	_____	_____	_____	_____

Total Tickets Sold _____ x Price _____ = $_____

Signatures of Sellers: _____

RESERVED TICKET SALES (AT GATE):

Total Tickets Sold: _____ x Price _____ = $ _____

Signatures of Sellers: _____

Total Value of Tickets sold (General Admission + Reserved) $ _____

Disposition of cash by seller:

Amount of cash transferred $ _____ **Transferred to** _____
(Including gate change) **Signature**

* To determine the actual number of tickets sold (or given out), take the actual ending ticket number (the number of the last ticket sold or given out), subtract the actual beginning ticket number and add 1 to the total. Trust us, this works!

Signature of Preparer: _____ **Date**: _____

ATHLETIC ADMISSION SALES REPORT
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RECONCILIATION OF CASH DEPOSIT TO TICKET SALES

_____ v. _____ Date: _____
Home School Opponent

Total value of tickets sold (from page 2): $ _____

Add: Gate change (from page 2): + _____

Subtotal (Expected deposit) $ _____

Total cash per deposit slip _____

Difference (+ over, - short) $ _____

EPES receipt #_____ Deposit date:_____

Explanation difference (either short or over) of more than $20.00:

_____

_____

_____

_____

Signature of Preparer: _____ **Date:** _____