

**SCHOOL ACTIVITY FUND  
REQUISITION AND REPORT OF TICKET SALES**

F-SA-1

School
Activity Account/ <b>Sport</b>
<b>Boys Girls Grade</b> _____ <b>Varsity JV Fresh</b>

Event
Date
Receipt #

**TICKET REQUISITION**

This is to acknowledge receipt of the tickets to be sold for the event listed above. The first ticket number sold (not the one attached to this form) is recorded in Column B. The unsold end ticket number will be recorded in Column C on completion of ticket sales.  
 Receipt of **start up** \$ \_\_\_\_\_ **(I)** for change is also acknowledged.

Attach full **unsold** start tickets here

  
  

Attach full **unsold** end tickets here ( C )

**Acknowledge Receipt of tickets and change fund**

**REPORT OF SALES**

		A	B	C	D	E	F
		Ticket Color	Beginning Ticket Number	Next Available Ticket Number	Number of Tickets Sold (C-B)	Price Each (\$)	Total (D x E)
Advance Sales	Adults						
	Students						
	Other						
GATE # _____	Adults						
	Students						
	Other						
<b>Total Sales</b>							<b>(G)</b>

Checks	
Currency	(+)
Coin	(+)
Total of all money	(=)
Less Start Up money (I)	(-)
Money Collected (H)	(=)

<b>Money Collected (H)</b>	
Total Sales (G)	(-)
Cash Over/Short (H-G)	( + or - )
<b>Amount to Receipt (H)</b>	

Ticket Seller: \_\_\_\_\_ Date: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
 School Treasurer

Ticket Taker: \_\_\_\_\_ Date: \_\_\_\_\_

Person in Charge of Sales: \_\_\_\_\_ Date: \_\_\_\_\_

\* Form and money must be turned in to school treasurer the first work day following the event.  
 \*Money is to be locked in school safe or taken to bank. Use one Form F-SA-1 per gate.