

THIS FORM IS ONLY TO BE USED FOR EVENTS WHERE TICKETS ARE SOLD FOR ADMISSION

TICKET RECEIPTS

ACTIVITY _____ **ORGANIZATION** _____ **DATE** _____

Admission	Color	# Start	# End	# Sold	Price	Amount

MONEY TALLY

Denomination	Quantity	Total
Checks		
Hundreds		
Fifties		
Twenties		
Tens		
Fives		
Ones		
Silver Dollars		
Halves		
Quarters		
Dimes		
Nickels		
Pennies		
TOTAL:		

CALCULATIONS: Do this in order 1-7

- Value of tickets sold _____
(Total Amounts above)
- Add Change Fund _____
(Look on other side. How much change was given?)
- Total to be accounted for _____
(#1 + #2)
- Actual Cash on Hand _____
(Total value of all checks and cash.)
- Cash Long/Short (#3 minus #4) _____
- Change Fund - _____
- Proceeds to be receipted
(#4 minus #6) _____

Supplies:

Receipt Number _____

Money Bag # _____

Lock # _____

Change\Ticket Boxes# _____

Rubber Stamps # _____ Stamp Pads # _____

I certify that this form was completed under my supervision.

Signed by Staff Advisor Date (mm/dd/yy)

Signed by Student Worker Date (mm/dd/yy)

This form is to be completed, signed by the Staff Advisor-in-charge, and placed in the money bag and locked.

Give the money bag to an Administrator.

DO NOT TAKE THE CASH OFF CAMPUS IF THE EVENT IS ON CAMPUS!

Lock it on site, preferably in the Administration Office.

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Vanden High School

Associated Student Body

Requisition for Cash Box

Date Submitted: _____ **Date(s) Cash Box Required:** _____

Organization requesting cash box: _____

Adult Advisor responsible for cash box: _____ (read expectations below)

Reason for needing cash box: _____ **Off campus event?** Yes No

Expectations for Adult Advisor:

1. The cash box should never be taken off site if the event is on site. Do not take the money home or leave it in a car. The cash boxes are to be locked on campus in a cabinet, preferably in the Administration Office. Make arrangements ahead of time to ensure that the cash box will be secured after the event.
2. Cash boxes should be requested at least 2 days prior to the date they are needed. Late requests will be handled at the discretion of the Student Body Accounts Clerk.
3. Adults are expected to actively supervise the transactions of the cash box. Students are not to be left unattended with the cash box during transactions. The adult advisor is ultimately responsible for the cash box.
4. Cash boxes should be returned to the Accounts Clerk within 24 hours after event.
5. Cash boxes for an off campus event require approval from Administration.

Required Signatures:

Staff Advisor

Account # _____

Activities Director

NOTE: After obtaining the first 3 required signatures, submit this form to the Student Body Accounts Clerk.

Administrator

Accounts Clerk

For Office Use Only (to be completed by Accounts Clerk)

DENOMINATION	QUANTITY	TOTAL

Total amount issued: \$ _____