DAILY RECONCILIATION OF TICKET SALES

NAME OF EVENT: _____

DATE OF DEPOSIT: _____

NUMBER OF TICKETS SOLD	X	PRICE OF TICKETS	TICKET SALES
			0
			0
			0
			0
			0
			0
			0
			0
			0
		A. Total Ticket Sales	$ 0
		B. Cash on Hand	
		C. Cash Over or (Shortage) (B-A)	$

Reconciled By: _____

Explanation of Cash Over or Shortage:

_____

_____

_____

_____

Approved By: _____
(Budget Unit Head)

Original: Departmental Files
Canary Copy: Business Affairs Office

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