CANTON PUBLIC SCHOOLS
Admission Ticket Form

Event: _____   **Date:** _____

School: _____

Section 1 – Ticket Sales

Adult Tickets	Ticket Roll(s)	Ticket # following last ticket sold	Ticket Roll begins with #	# of Adult Tickets Sold
	Roll 1			
	Roll 2			
			Total # of Adult Tickets Sold ➔	

Student Tickets	Ticket Roll(s)	Ticket # following last ticket sold	Ticket Roll begins with #	# of Student Tickets Sold
	Roll 1			
	Roll 2			
			Total # of Student Tickets Sold ➔	

I acknowledge that the ticket sales made by me are accurately represented.

Name of Ticket Seller(s): _____

Signature of Ticket Seller(s): _____

Section 2 – Cash Reconciliation

Cash Box Money Advanced: $ _____   Initials of Ticket Seller(s): _____

Visitor	# of Tickets Sold	Cost/Ticket	Cash Received
Adults	_____ @	_____ =	$ _____
Students/Senior Citzens	_____ @	_____ =	$ _____

Tickets sales SHOULD yield this amount of cash: $ _____

ACTUAL amount of cash collected: $ _____

Cash Discrepancy (if applicable, please explain) $ _____

Cash Box Money Returned: $ _____   Initials of Ticket Seller(s): _____

I acknowledge that the cash collected from all ticket sales made by me is accurately represented.

Name of Ticket Seller(s): _____

Signature of Ticket Seller(s): _____

Section 3 – Administrative Verification

I acknowledge that the ticket sales & cash reconciliation have been accurately represented. Further, I acknowledge that these monies will be stored & deposited in accordance with the practices of the Canton Public Schools.

Site Director's Signature (if necessary): _____   Date: _____

Department Coordinator's Signature: _____   Date: _____