

Receipt # _____

Daily Cash Collection/Ticket Sale Report

School _____ Activity # _____

Club Name _____ Date _____

Description of Event _____

Club Officer/Sponsor _____

Denomination	Cash Returned
Checks	_____
\$100.00	_____
\$50.00	_____
\$20.00	_____
\$10.00	_____
\$5.00	_____
\$2.00	_____
\$1.00	_____
\$0.50	_____
\$0.25	_____
\$0.10	_____
\$0.05	_____
\$0.01	_____
Total Cash/Cks Deposit	\$ _____
Total Credit Cards	\$ _____
Grand Total	\$ _____

Recap

Ticket Sales (if applicable)		
Beg Ticket#	End Ticket#	Number Sold
		0
		0
		0

Quantity Sold
(Tickets or Product) _____

Price \$ _____

Total Sales
(Quantity sold x price) \$ _____

Donations
(Attach separate page if needed) \$ _____

Over/Short \$ _____

Total Cash/Cks Deposit \$ _____

Reason for Over/Short
(Attach separate pages if needed)

Club Officer Signature Date

Club Sponsor Signature Date

Verification of Form Completion

Office Manager or HS Finance Manager Signature

A club officer and the club sponsor must complete this form. The completed form must accompany the money turned into the Office Manager or High School Finance Manager daily. Office Managers and High School Finance Managers will send completed forms to the District Cashier via scan or interoffice mail or Courier. Incomplete forms will result in a delay of clubs being able to spend these funds.