



Mt. Diablo Unified School District
TICKET SALES ACCOUNT AND CONTROL FORM

School _____ Organization _____
Date of Event _____ Name of Event _____
Advisor _____
Amount of Cash Box \$ _____
Signature noting Receipt of Change Fund _____
Date: _____

Cash Count:

Table with columns for denomination (Ones, Fives, Tens, Twenties, Fifties, Coin, Checks), quantity (x), and total value (= \$).

TICKETS REVENUE POTENTIAL:

Table with columns: Description, Price, Start, Finish, #Sold, \$Amount

POTENTIAL REVENUE = \$ _____
Overage (Short) = \$ _____

Reason for Overage (Short) _____

Ticket Seller: _____
Date: _____
Office Manager/Treasurer Verified: _____
Date: _____

Original - Treasurer/Office Manager
Copy - Originator/Advisor