

# ATHLETIC GATE RECEIPTS REPORT

School \_\_\_\_\_

Date \_\_\_\_\_

Game \_\_\_\_\_

Amount of Change Issued    \$ \_\_\_\_\_

Check Issued for Change (No.) \_\_\_\_\_

Receipt Issued for Change (No.) \_\_\_\_\_

Receipt for Gate Receipts (No.) \_\_\_\_\_

\_\_\_\_\_  
 Signature of Athletic Director (I acknowledge that I am personally responsible for gate change and ticket sales revenue until ALL funds are verified and accepted by the Bookkeeper)

\_\_\_\_\_  
 Signature of Gate Worker (I acknowledge that I am personally responsible for gate change and ticket sales revenue until ALL funds have been turned in to the Athletic Director/Designated Staff Member).

\_\_\_\_\_  
 Signature of Principal

Name of Seller	Starting Number When Turned In	Starting Number When Issued	Number Sold	Ticket Price	Total Tickets Sales	Amount of Change Issued	Total to be Accounted For	Amount Turned In	Over or Short
<b>TOTAL</b>									

\*The amount turned in less cash payments must equal the amount of the deposit.