

# Athletic School Event Receipt Form

School Name: \_\_\_\_\_  
 Event: \_\_\_\_\_ Gate: \_\_\_\_\_  
 Event Date: \_\_\_\_\_ *i.e Home Gate/Visitor*  
 Cash Delivered: \$ \_\_\_\_\_ To: \_\_\_\_\_  
Gate Worker's Name (please initial)

**Tickets Checked Out:**

Reserved Tickets Numbers from \_\_\_\_\_ to \_\_\_\_\_  
 General Admission Numbers from \_\_\_\_\_ to \_\_\_\_\_  
 Adult Tickets Numbers from \_\_\_\_\_ to \_\_\_\_\_  
 Student Tickets Numbers from \_\_\_\_\_ to \_\_\_\_\_

Change Cash and Tickets Delivered To: \_\_\_\_\_  
(Gate Worker's Signature) (Date)

**Tickets Sold:**

Reserved Tickets Numbers from \_\_\_\_\_ to \_\_\_\_\_  
 General Admission Numbers from \_\_\_\_\_ to \_\_\_\_\_  
 Adult Tickets Numbers from \_\_\_\_\_ to \_\_\_\_\_  
 Student Tickets Numbers from \_\_\_\_\_ to \_\_\_\_\_

	<b># of Tickets Sold</b>		<b>Price Per Ticket</b>		<b>Amount</b>
Reserved Tickets	_____	X	\$ _____	=	\$ _____
General Admission	_____	X	\$ _____	=	\$ _____
Adult Tickets	_____	X	\$ _____	=	\$ _____
Student Tickets	_____	X	\$ _____	=	\$ _____
<b>Total Cash From Ticket Sales</b>					<b>\$ _____</b>

**Tickets Returned:**

Reserved Tickets Numbers from \_\_\_\_\_ to \_\_\_\_\_  
 General Admission Numbers from \_\_\_\_\_ to \_\_\_\_\_  
 Adult Tickets Numbers from \_\_\_\_\_ to \_\_\_\_\_  
 Student Tickets Numbers from \_\_\_\_\_ to \_\_\_\_\_

Cash Received from Gate Worker \$ \_\_\_\_\_  
 Less: Change Cash \$ \_\_\_\_\_  
 Total Cash From Ticket Sales \$ \_\_\_\_\_

Receipt Number \_\_\_\_\_ dated \_\_\_\_\_ Issued to  
(Gateworker)  
 By \_\_\_\_\_ In the amount of \$ \_\_\_\_\_  
*Person writing receipt*

Notes: \_\_\_\_\_  
 \_\_\_\_\_

I verify this report to be correct: \_\_\_\_\_  
Game Administrator Date  
 \_\_\_\_\_  
School Principal Date