INSTRUCTIONS TO TICKET SELLERS - FOOTBALL

The Principal or Assistant Principal will give you the following items:

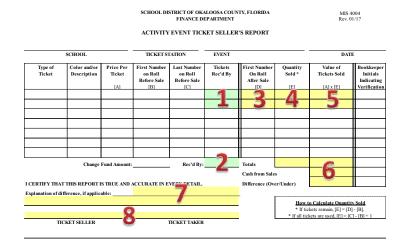
- Money Box
- Change Fund with Envelope
- Tickets
- Activity Event Ticket Seller's Report
- Monies Collected Form
- Deposit Slip (optional)
- Two Locking Bank Bags with Key Or Tamper-Proof Bags

With the Principal or Assistant Principal present:

- Verify that the first and last tickets on the roll are correctly listed on the Ticket Seller's Report & initial the space labeled "Tickets Rec'd By" (1)
- Verify the amount of the change fund and initial beside "Change Fund Amount" "Rec'd By" (2)

When ticket sales are complete:

- Put the Change Fund back in the Change Fund Envelope it should consist of 10 (ten) \$5 bills and the balance in \$1 bills, if possible. Gate 1 will have \$300 change; Gates 2 & 3 will have \$200 change each.
- Count the remaining money and enter the amount on the *Monies Collected Form*. Sign the form at the bottom and keep the Pink Copy for your records.
- Complete the *Deposit Slip*. (see example)
- Complete the *Ticket Seller's Report* (highlighted items) -
 - Enter the "First Number on Roll After Sale" (3)
 - Enter "Quantity Sold" (See instructions on form as to how to calculate) (4)
- Multiply the "Quantity Sold" by the Price per Ticket and enter the amount in "Total Sales" (5)
 - Total the Sales, Enter actual "Cash from Sales," and calculate the difference. (6)
 - SAMPLE If there is a difference, re-verify. If the difference persists, account for any discrepancies. (7)
 - Ticket Seller & Ticket Taker sign on line indicating "I certify that this report is true . . . " (8)



Place the following items in the First Locking Bank Bag or Tamper-Proof Plastic Bag:

- Completed Deposit Slip (both copies)
- Money to be Deposited (Ticket Sales)

Give the FIRST LOCKED BANK BAG or SEALED PLASTIC BAG to the Principal and ask him/her to sign the RECEIPT OF LOCKED BAG form (you keep the form).

Place the following items in the SEALING, TAMPER-PROOF BAG:

- Monies Collected Form for sales (yellow & white copies only keep the pink)
- MCF for change fund or change fund in sealed envelope if not depositing
- Ticket Seller's Report
- Report of Tickets Transferred, if applicable
- Leftover Tickets

Give the SECOND LOCKED BANK BAG or SEALED PLASTIC BAG, RECEIPT OF LOCKED BAG form, and key to locking bag to the Assistant Principal.