

MILFORD BOARD OF EDUCATION

STUDENT ACTIVITY FUND

TICKET ACCOUNTABILITY RECORD FORM



This form should be used for every athletic event, club event or any other event that uses tickets. Please be sure to have the group sponsoring an event include ticket numbers on any pre-printed tickets such as for dances, etc.
 If a roll of tickets is being used, such as for sporting events, etc, the rolls of tickets and ticket numbers used should be accounted for on this form also.

Name of Event: _____

School Facility Used: _____

Date of Event: _____

Name of Group Sponsoring Event: _____

Price / Ticket _____

First Ticket Number Sold / Given: _____

Last Ticket Number Sold / Used: _____

Total Tickets Sold:

Total Proceeds from Event: _____

Note: Funds must be given to bookkeeper or other authorized designee to make deposit.

Ticket numbers given for event:	Starting #	Ending #
Pre-printed Passes or Roll #1	_____	
Pre-printed Passes or Roll #2	_____	
Pre Printed Passes or Roll #3	_____	
UNSOLD Passes or Roll #'ss Returned	_____	
Signature of Person given tickets: _____		

Attach any voided tickets & list void ticket numbers below:

Note: Cash must be locked up overnight. Event Proceeds (cash) must not be brought home.