

# ORCHARD VIEW ATHLETIC DEPARTMENT

## GATE RECEIPT/TALLY

SPORTING EVENT \_\_\_\_\_ MS / JV / VARSITY                      GIRLS / BOYS

VISITING TEAM: \_\_\_\_\_

DATE: \_\_\_\_\_

STARTING SINGLE TICKET #: \_\_\_\_\_                      ENDING SINGLE TICKET #: \_\_\_\_\_

ANTICIPATED REVENUE: \_\_\_\_\_                      TICKETS SOLD: \_\_\_\_\_

PRICE PER TICKET FOR STUDENTS: \_\_\_\_\_ ADULTS: \_\_\_\_\_ FAMILY \_\_\_\_\_

### ACCOUNTING RECORD

START UP AMOUNT: \_\_\_\_\_                      ENDING AMOUNT TOTAL: \_\_\_\_\_

*All bills must be counted and tallied in appropriate column.*

Bills	# of Bills	Office Use Only	Coins	# of Coins	Office Use Only
\$100's			\$1 coin		
\$50's			.50 cents		
\$20's			.25 cents		
\$10's			.10 cents		
\$5's			.05 cents		
\$2's			.01 cents		
\$1's					

\_\_\_\_\_  
**Signature of Gate Worker Reporting Money**                      **Date**  
*(Form MUST be completed and signed for auditing purposes, per the Superintendents Office)*

\_\_\_\_\_  
**Signature of Office Staff Reporting Money**                      **Date**  
*(Form MUST be completed and signed for auditing purposes, per the Superintendents Office)*