

## FOOTHILL COLLEGE STUDENT ACCOUNTS

# TICKET MANIFEST AND CHANGE FUND FORM

#### ACTIVITY: \_\_\_\_\_

#### DATE OF ACTIVITY: \_\_\_\_\_

### SPONSORING ORGANIZATION: \_\_\_\_\_

## TICKETS

In accordance with ASFC Campus Council Financial Codes and state regulations, each campus club and organization charging a fee for any of its activities must complete and submit this ticket manifest form to the Student Accounts Manager.

Pre-numbered tickets are available through the Student Accounts Office. If an organization prefers to have its own tickets printed, the tickets must be pre-numbered, registered and counted with the Student Accounts Manager <u>before the activity</u>. Cash collection must be reconciled with the number of tickets sold.

Tickets@	price	sold from #	through #	=Amt
Tickets returned		unsold from #	through #	
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Tickets@			U	=Amt
Tickets returned		unsold from #	through #	
Tickets@	price	sold from #	through #	=Amt
Tickets returned		unsold from #	through #	
			6	

Total number of tickets checked out: \_\_\_\_\_ Total amount from ticket sales: \_\_\_\_\_

## CHANGE FUND

DENOMINATION AMOUNT

\$10 bills	Received from Cashier		
	Signature of Cashier	Date	
\$ 5 bills	_		
\$ 1 bills	Received by Organization		
Halves	- Signature of Org. Representative	Date	
Quarters	Returned to Cashier	- <u></u>	
Dimes	_ Signature of Cashier _ (Bookstore)	Date	
Nickels	-		
Pennies	<ul> <li>One copy each to:Cashier</li> <li>Student Accounts Manager</li> <li>Organization Representative</li> </ul>		
Total amount: \$			

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