



Activities Cash Receipt Form

(this form should be completed whenever cash is received by student government, clubs and organizations)

Mail Code 220

Date _____

Activity Title & Description _____

Beginning Cash Bank (change) _____

\$1 _____

\$2 _____

\$5 _____

\$10 _____

\$20 _____

\$50 _____

\$100 _____

Checks _____

Total Cash & Checks _____

Responsible Persons

1. _____

2. _____

Dollar Coins _____

Half Dollars _____

Quarters _____

Dimes _____

Nickels _____

Pennies _____

Total Coin _____

Ticketed Events & Admission Charges*

Ending Ticket # _____

Beginning Ticket # _____

of Tickets Sold _____

Admission Price _____

Comp Tickets _____

Total Cash, Checks, & Coin _____

(-) Minus Beginning Cash Bank _____

Total Event Receipts _____

(-) Minus Sales Tax (S-TAX)** _____

Total to Deposit _____

Index Code _____

Account _____

Signatures of Responsible Persons

1. _____

2. _____

Business Services Validation

Date Received: _____

Date Entered: _____

Amount: _____

Initials _____

*Events where admission is charged should complete this section and reconcile number of tickets sold with money collected.

** All student organizations must collect state sales tax on goods sold including food, beverages, clothing, cd's, and other retail products. State sales tax is currently at 6.85% for 2009-2010.

If you have questions or need assistance completing this form please contact your Club Ambassador (LC 101) or Julie Bagley (SC105c), Director of Clubs and Organizations at (801) 863-6750.