



**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 before the activity. Cash collection must be reconciled with the number of tickets sold.

Tickets _____ @ price _____ sold from # _____ through # _____ =Amt _____
Tickets returned _____ unsold from # _____ through # _____

Tickets _____ @ price _____ sold from # _____ through # _____ =Amt _____
Tickets returned _____ unsold from # _____ through # _____

Tickets _____ @ price _____ sold from # _____ through # _____ =Amt _____
Tickets returned _____ unsold from # _____ through # _____

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 _____
Signature of Org. Representative _____ Date _____

Halves _____

Quarters _____ Returned to Cashier _____
Signature of Cashier _____ Date _____
(Bookstore)

Dimes _____

Nickels _____

Pennies _____

One copy each to: Cashier
Student Accounts Manager
Organization Representative

Total amount: \$ _____