DAKOTA ATHLETIC DEPARTMENT
GATE RECEIPT MANAGEMENT FORM

DATE:_____ EVENT/LOCATION_____

** Sign in/out times to be to the closest 15 minute interval **

Workers (Print Name)	Time IN	Time Out	Total Hours

COLUMN "B" MINUS COLUMN "A" = COLUMN "D"

	A	B	C	D
TICKET COLOR	STARTING TICKET # NOT SOLD – BUT STAPLED TO THIS SHEET	LAST TICKET # SOLD NOT STAPLED TO THIS SHEET	LAST TICKET # NOT SOLD – BUT STAPLED TO THIS SHEET	TOTAL TICKETS SOLD

TOTAL START-UP CASH _____

TOTAL TICKETS SOLD _____ X $_____ = _____

PLUS DISCOUNT PASSES SOLD _____ X $75 = _____

SUB-TOTAL _____

LESS START-UP CASH   (SEE BELOW) - (_____)

TOTAL BANK DEPOSIT = $_____

CASH_____   CHECKS_____   COIN_____

PREPARED BY:_____SIGNATURE:_____

VERIFIED BY:_____SCHOOL REPRESENTATIVE_____

DEPOSIT DATE:_____