



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: \$ \_\_\_\_\_