

Tickets and Cash Report of Admissions Manager

**MONTGOMERY
COUNTY
PUBLIC
SCHOOLS**
Maryland

(See MCPS Regulation DMB-RA, *Control of Admission Receipts*)

Office of Finance • Office of Controller
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

**MCPS Form 280-50
July 2022**

PART I: SCHOOL INFORMATION

School Name: _____ School Number: _____ Event Date: ___/___/___

Event Name: _____ VS _____

Ticket Seller(s) Names: _____

PART II: TICKET INFORMATION

ISSUED TO ADMISSIONS MANAGER					RETURNED TO REPORT AUDITOR			
TYPE OF TICKET	TICKETS ISSUED		A	B	TICKETS RETURNED		C	A-CxB
	SERIAL NUMBERS		NUMBER OF TICKETS ISSUED	TICKET PRICE	SERIAL NUMBERS		NUMBER OF TICKETS RETURNED	TICKET SALES \$\$
	BEGIN	END			BEGIN	END		
TOTALS								

PART III: CASH RETURNED REPORT AND DEPOSIT TALLY

\$100	\$50	\$20	\$10	\$5	\$1	Coins	Checks	Total Deposit	Credit Card Payments	Subtract Change Fund	Value of Tickets Sold	Over/(Short)*

*Explanation of Over/Short:

PART IV: SIGNATURES

Signature, Ticket Controller _____ Date ___/___/___

Signature, Admissions Manager _____ Date ___/___/___

Signature, Report Auditor _____ Date ___/___/___

Account # _____ Receipt # _____ Date ___/___/___

DISTRIBUTION: COPY 1/Ticket Controller; COPY 2/School Financial Specialist