



Tickets and Cash Report of Admissions Manager

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

Office of the Chief Financial Officer • Office of Controller
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 280-50
March 2019

PART I: SCHOOL INFORMATION

School Name: _____ Event Date: ____/____/____

Event Name: _____ VS _____

Ticket Seller(s) Names: _____

PART II: TICKET INFORMATION

TYPE OF TICKET	ISSUED TO ADMISSIONS MANAGER				RETURNED TO REPORT AUDITOR				
	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