

Chain of Custody Form



For Site/Concessions Use Only

Funds Collected For: _____

GL: _____ **Date:** _____

CASH/COIN:

100's: _____

Quarters: _____

50's: _____

Dimes: _____

20's: _____

Nickels: _____

10's: _____

Pennies: _____

5's: _____

1's: _____

TOTAL CASH: \$ _____

CHECKS: _____

TOTAL CHECKS: \$ _____

GRAND TOTAL: \$ _____

Prepared By: _____ **Received By:** _____

For Athletics Use Only

Date of Athletic Event: _____

Title of Athletic Event: _____ **Amount Issued/Returned: \$** _____

Prepared By: _____ **Received By:** _____

| Ticket Price | Ticket #'s Issued to Ticket Seller | Ticket #'s Returned to Ticket Manager |
|--------------|------------------------------------|---------------------------------------|
| \$ | | |
| \$ | | |
| \$ | | |
| \$ | | |
| \$ | | |
| \$ | | |
| \$ | | |
| \$ | | |

Return of Change Fund/Unsold Tickets

Prepared By: _____ **Received By:** _____