

OFFICE OF STUDENT ENGAGEMENT AND LEADERSHIP (SEAL)

Office Of Student Clubs &
Organizations



A copy of this worksheet and the original receipt(s) for funds deposited in the student account must be turned in to the student organization office by the end of the next workday after the event.

A. Number of Advance admissions sold: ____ X price of admissions = \$ ____

Number of Admissions sold at the door ____ X price of admissions = \$ ____

Total income from admissions: \$ ____

B. Income from sale of refreshments, souvenirs, other commodities:

Prior to event \$ ____

During event \$ ____

Total income from sales \$ ____

C. Donations received:

Cash total \$ ____

D. Total Income \$ ____

Summary

A. Total income for event \$ ____

B. Total Expenditures paid to date \$ ____

C. Total amount deposited next work day, or
Next work day after report submitted \$ ____

Organization President Date

Organization Advisor Date

Organization Treasurer Date

Student Organization Representative Date