

Ticket Sales Audit Trail

SOMeCA
SOAR/Student Media/Cultural Arts & Diversity

A deposit appointment is required for all on-campus collections of funds and must be scheduled before collections begin. **All funds must be deposited at your SOMeCA office within 1 business day of the end of the event. No electronic collection of funds (Venmo, Paypal, etc.).**

SECTION 1 – CONTACT & EVENT			
Name	Email	@ucsc.edu	Phone
Organization	Event		Date

SECTION 2 – SALES									
Admission Type	Color	Price	First Ticket Sold	Last Ticket Sold	Total Sold		Price		Total Raised
		\$				X	\$	=	
		\$				X	\$	=	
		\$				X	\$	=	
		\$				X	\$	=	
Total Tickets Not Sold						Total Funds to Deposit			

SECTION 3 – AUTHORIZATION			
I certify the information above is true and accurate to the best of my knowledge and that I accept responsibility for the full amount of funds listed here.			
Pre-Event Authorization	Authorizing Signature	Print Name	Date
	Fiscal Coordinator	Print Name	Date
Post-Event Authorization	Authorizing Signature 1	Print Name	Date
	Authorizing Signature 2	Print Name	Date
	Fiscal Coordinator	Print Name	Date