

# 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: \_\_\_\_\_