

ATHLETIC TICKET INVENTORY RECONCILIATION

Department Name:

Prepared By:

PURCHASE INFORMATION

Event Name:

Event Date:

of tickets purchased:

Price paid per ticket:

Total*

Original FOAP used to purchase tickets:

**This amount should agree to the original purchase transaction reflected in account 106100, recorded via DTA or P-Card .*

TICKETS SOLD

of tickets sold

Price collected per ticket:

Total reimbursed for sales:

Reimbursements should agree to those reported in account 106100 via Daily Cash Transmittals.

TICKETS DISBURSED

of
complimentary
tickets:

of tickets distributed for
business purposes:**

of unused
tickets

***As prescribed by The University of Alabama spending policy.*

DETAILED RECORD OF TICKET RECIPIENTS

Name of ticket recipient:

Qty:

Purpose:

Affiliation:

If UA Employee, provide CWID:

Name of ticket recipient:

Qty:

Purpose:

Affiliation:

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Qty:

Purpose:

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Repeat on additional sheets as needed.