Exhibit B

PRE-EVENT TICKET SALES FORM

***When this form is full or weekly (whichever comes first), attach this form to a deposit record and forward to the MSS Finance Office for deposit in the safe and notify the Treasurer via email. Please do not retain cash for petty cash. Fill out a Petty Cash Request Form for petty cash.*

EVENT: _____ Sponsored by (Circle): MSS or HSA EVENT DATE: _____

Sales Person:_____ Ticket Series (#'s): _____

Date Rcd	Name	Quantity	Advance Cost	Total	Pd in Full Y/N	Cash or Ck #	Ticket # sold	Ticket Delivery Method/Other Notes

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