*Exhibit C*

# SALES COUNT FORM

**Complete this form for events or fundraising involving the exchange of Cash/Checks (except pre-event ticket sales) and forward to the Chairperson. Chairperson attaches Sales Count Form(s) to a Deposit Record, forwards to MSS finance office for deposit in the safe, and notifies treasurer via email.

**EVENT:** _____

Sponsored by (Circle): MSS or HSA

**Date:** _____

**Description of items sold:** _____

***For ticket sales only:***

**Ticket Series (#'s):** _____

| # of Tickets sold | Price per ticket | Total | # of Tickets Unsold |
|---|---|---|---|
| | | | |

| CHECK # | CHECK DATE | NAME ON CHECK / CASH | | CASH | COIN | CHECKS | TOTAL |
|---|---|---|---|---|---|---|---|
| (Note: List each check below and summarize cash as shown at the bottom) | | | | | | | |
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| | | **100's** | | | | | |
| | | **50's** | | | | | |
| | | **20's** | | | | | |
| | | **10's** | | | | | |
| | | **5's** | | | | | |
| | | **1's** | | | | | |
| | | **Quarters** | | | | | |
| | | **Dimes** | | | | | |
| | | **Nickels** | | | | | |
| | | **Pennies** | | | | | |
| | | | | | | | |
| | | **TOTALS** | | - | - | - | - |
| | | | | | | **GRAND TOTAL** | - |

**SUBMITTED BY (print name):** _____ **Start Up Money** _____

**SIGNATURE:** _____ **Net** - 

**2nd VERIFICATION:** _____