

EVENT TICKETS USE REPORT

Responsible Staff Member \_\_\_\_\_ # of Tickets: \_\_\_\_\_

Tickets for: \_\_\_\_\_ Date of Event: \_\_\_\_\_

# of Paid Tickets: \_\_\_\_\_ @ \$ \_\_\_\_\_ Per ticket = \$ \_\_\_\_\_ (Attach Invoice/Receipt)

Tickets were distributed for University business purposes to the following:

	NAME	STATUS*
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____

(Attach additional sheet(s) if necessary)

**\*Indicate Status:** Board member, volunteer, current or prospective donor, corporate representative (indicate name of company), local officer, visiting dignitary or other guest (be specific), or staff member (include department name).

I certify that tickets distributed to the above individuals were for official university business purposes.

Supervisor Signature: \_\_\_\_\_

Type/Print Name: \_\_\_\_\_ Date: \_\_\_\_\_