DISTRICT SCHOOL BOARD OF PASCO COUNTY
Report of General Sales

This form is used to calculate and report the revenue collected during an event when it's not necessary to track the revenue back to individuals (ex. concessions, parking, etc.). All other collections should be recorded through Rycor.

Cost Center Name	Cost Center Number	Event Name	Event Purpose	Event Date

Bill Type	Number of Bills	Total
$1		
$5		
$10		
$20		
$50		
$100		
Other		

Total Cash		
Change Fund (if applicable)	-	
Total for Deposit	=	

I hereby remit all funds received by me for deposit.

Employee Collecting Funds	Signature	Date

I hereby certify that I have received these funds for deposit into the account(s) listed below.

Bookkeeper or Cashier	Signature	Date Funds Received

Fund	Cost Center	Level	Project	Object	Function	Group	Amount