

Fundraising Audit Trail for Sales

Complete this form throughout your event and keep with your funds. Schedule a deposit appointment to place the funds in your Organization Account, within one business day of your fundraising event. This form is not to be used for ticket sales or drawing tickets.

*Please speak with your Advisor if you are interested in selling admission tickets or drawing tickets.
Please contact SOAR if you have any questions 831.459.2934

Name of Organization: _____ Event Contact: _____

Event Name: _____ Date of Sales: _____

Description of Items being sold: _____

Item(s)	Price	Tally of Sold Items	Total # Sold	Total Raised
	\$			Total Items Sold _____ x Price = \$ <input style="width: 100px;" type="text"/>
	\$			Total Items Sold _____ x Price = \$ <input style="width: 100px;" type="text"/>
	\$			Total Items Sold _____ x Price = \$ <input style="width: 100px;" type="text"/>
	\$			Total Items Sold _____ x Price = \$ <input style="width: 100px;" type="text"/>

Total Funds Deposited: _____

Name of Authorized Representative: _____

Amount of Items not sold: _____

Signature of Authorized Representative: _____