



## PIAA DISTRICT ONE – PLAYOFF CONTEST REPORT

### Home Playoff Sites / Higher Seed rev.1/26

CONTEST DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SPORT: \_\_\_\_\_ GAME # on BRACKET \_\_\_\_\_

HOST SCHOOL \_\_\_\_\_ OPPONENT \_\_\_\_\_

GAME MANAGER: \_\_\_\_\_ TOTAL GAME WORKER EXPENSES REIMBURSEMENTS: \$ \_\_\_\_\_

*ONLINE TICKET INFORMATION AND RECEIPTS (to be filled out by Game Manager)*

#### GAME RECEIPTS (to be filled out by District One)

Tickets Sold: \_\_\_\_\_

Tickets Scanned: \_\_\_\_\_

Gross Game Receipts: \_\_\_\_\_

Additional Receipts (media fees): \_\_\_\_\_

**GAME MGR / ATHLETIC DIRECTOR SIGNATURE:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reviewed by District One Executive Director: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reviewed by District One Treasurer: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## PLAYOFF CONTEST REPORT – CASH SALES RECORD

CONTEST DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SPORT: \_\_\_\_\_ GAME # on BRACKET \_\_\_\_\_

NUMBER of CASH TICKETS SOLD: \_\_\_\_\_ CONTEST TICKET PRICE: \$ \_\_\_\_\_

DEPOSIT DATE: \_\_\_\_\_

GAME MANAGER SIGNATURE: \_\_\_\_\_

TICKET SELLER SIGNATURE: \_\_\_\_\_

### *Process / Policies for Tickets paid with Cash*

|   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Exact payment required (No cash box)</li><li>• provide the table for tickets</li><li>• Use of cell phone or tablet</li><li>• Utilize hometown ticket gate app.<br/>(Choose either text or e-mail the ticket receipts or select done)</li><li>• Ticket seller shall count the cash with game manager</li></ul> | <ul style="list-style-type: none"><li>• Sign Document with game manager which verifies cash tickets sold and cash collected.</li><li>• Fill out this deposit slip provided for Citizens Bank and deposit cash.</li><li>• On the deposit slip provide the date of the event, sport, and participating teams.</li><li>• Includes the cash ticket record with the game report</li></ul> |
|---|--|

## PIAA DISTRICT ONE PLAYOFF CONTEST FINANCIAL REPORT

*please print legibly*

| Game Manager – Name | Mailing Address | SS # (if not on file with D1) | Signature |
|---------------------|-----------------|-------------------------------|-----------|
|                     |                 |                               |           |
|                     |                 |                               |           |

| School / School District | Mailing Address |
|--------------------------|-----------------|
|                          |                 |

### **ADITIONAL EXPENSES EXPECTED**

List below any expenses NOT PAID at the game such as Security, Police Ambulance, Game Site Expenses. Invoices must include the EIN or SSN. The supplier/vendor will submit an invoice to the game manager or directly to District One c/o: Executive Secretary PIAA District One P.O. Box 925 Doylestown, PA 18901

|    | Print Vendor/Supplier Name | Position/Duty | \$ Estimated Amount |
|----|----------------------------|---------------|---------------------|
| 1. |                            |               |                     |
| 2. |                            |               |                     |
| 3. |                            |               |                     |
| 4. |                            |               |                     |
| 5. |                            |               |                     |
| 6. |                            |               |                     |

Game Mgr. Initials: \_\_\_\_\_

**PIAA DISTRICT ONE PLAYOFF CONTEST FINANCIAL REPORT****PIAA GAME OFFICIALS**

(list officials and sign this form / use additional sheets as needed / official's address – not required)

|     | Print Name | Position/Duty  | \$ Amount      | Signature |
|-----|------------|----------------|----------------|-----------|
| 1.  |            | PIAA Officials | Approved by D1 |           |
| 2.  |            | PIAA Officials | Approved by D1 |           |
| 3.  |            | PIAA Officials | Approved by D1 |           |
| 4.  |            | PIAA Officials | Approved by D1 |           |
| 5.  |            | PIAA Officials | Approved by D1 |           |
| 6.  |            | PIAA Officials | Approved by D1 |           |
| 7.  |            | PIAA Officials | Approved by D1 |           |
| 8.  |            | PIAA Officials | Approved by D1 |           |
| 9.  |            | PIAA Officials | Approved by D1 |           |
| 10. |            | PIAA Officials | Approved by D1 |           |

Game Mgr. Initials: \_\_\_\_\_

**PIAA DISTRICT ONE PLAYOFF CONTEST FINANCIAL REPORT****GAME WORKER DISBURSEMENTS**

Game Number: \_\_\_\_\_ Sport: \_\_\_\_\_ Date &amp; of Contest: \_\_\_\_\_ Site of Contest: \_\_\_\_\_

|                            | Print Name | Position/Duty | Amount | Signature |
|----------------------------|------------|---------------|--------|-----------|
| 1                          |            |               |        |           |
| 2                          |            |               |        |           |
| 3                          |            |               |        |           |
| 4                          |            |               |        |           |
| 5                          |            |               |        |           |
| 6                          |            |               |        |           |
| 7                          |            |               |        |           |
| 8                          |            |               |        |           |
| 9                          |            |               |        |           |
| 10                         |            |               |        |           |
| 11                         |            |               |        |           |
| 12                         |            |               |        |           |
| 13                         |            |               |        |           |
| Total paid to Game Workers |            |               |        |           |

Game Mgr. Initials: \_\_\_\_\_

PIAA DISTRICT ONE PLAYOFF CONTEST FINANCIAL REPORT

**GAME WORKER DISBURSEMENTS**

Game Number: \_\_\_\_\_ Sport: \_\_\_\_\_ Date of Contest: \_\_\_\_\_ Site of Contest: \_\_\_\_\_

|                            | Print Name | Position/Duty | Amount | Signature |
|----------------------------|------------|---------------|--------|-----------|
| 14                         |            |               |        |           |
| 15                         |            |               |        |           |
| 16                         |            |               |        |           |
| 17                         |            |               |        |           |
| 18                         |            |               |        |           |
| 19                         |            |               |        |           |
| 20                         |            |               |        |           |
| 21                         |            |               |        |           |
| 22                         |            |               |        |           |
| 23                         |            |               |        |           |
| 24                         |            |               |        |           |
| 25                         |            |               |        |           |
| 26                         |            |               |        |           |
| Total paid to Game Workers |            |               |        |           |

Game Mgr. Initials: \_\_\_\_\_