

Utah State University Card Office
0131 Old Main Hill
Logan UT 84322-0131

Telephone: (435) 797-3852
Fax: (435) 797-1652
TSC Room 212



UtahStateUniversity
USU CARD OFFICE

Ticket Sales Procedures and Guidelines

Contact Information

Name: _____ Phone Number: _____
Address: _____
E-mail Address _____
Event Name: _____ Event Date: _____

Terms of Agreement

The USU Card Office agrees to sell tickets using our office and equipment under the following conditions. The persons hosting the event agrees to pay the 3.5% to cover labor and bank fee charge. The host is required to provide all of their own tickets, and any unsold tickets may be picked up prior to the event. The Card Office agrees to sell tickets during regular business hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m. (excluding holidays). No late sales past 5:00 p.m. will be offered in our office.

Signature: _____ Date: _____

Ticket Information

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Adult..... price: _____ | Number of tickets brought in: _____ |
| <input type="checkbox"/> Student price: _____ | Number of tickets sold: _____ |
| <input type="checkbox"/> Youth..... price: _____ | Number of tickets collected: _____ |
- (Check all that apply)

Collected By: _____

Payment Information

To receive payment for ticket sales, a Banner Index Number must be provided. Sales revenue from ticket sales will be transferred to the Banner Index Number. The bank fee and reconciliation fee will automatically be deducted from the revenue. All USU events that transfer the money back to a USU Index are tax exempt.

Index Number: _____ Fund: _____
Account Number: _____ Org: _____

Business Manager / Accountant Contact Information

Name: _____
Phone Number: _____
Email: _____

Program Coordinator Signature: _____ Date: _____

Business Manager / Accountant Signature: _____ Date: _____

For Office-Use Only

1. Product #: _____ Product Name: _____
2. Product #: _____ Product Name: _____
3. Product #: _____ Product Name: _____
4. Product #: _____ Product Name: _____
5. Product #: _____ Product Name: _____
6. Product #: _____ Product Name: _____
7. Product #: _____ Product Name: _____
8. Product #: _____ Product Name: _____
9. Product #: _____ Product Name: _____
10. Product #: _____ Product Name: _____

Extra Details: