

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 through the use of 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. The Card Office will also allow advertisement of the event outside our office on the digital monitor. Host can provide an image with all information pertaining to their event including date, time, and location, and email it to [idphoto@aggiemail.usu.edu](mailto:idphoto@aggiemail.usu.edu)

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: \_\_\_\_\_

### Accountant's Contact Information

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Program Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accountants 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: