



TICKET INVENTORY CONTROL WORKSHEET

Organization: _____
 Licence number: _____
 Member organizing: _____
 Member contact info: _____

You must complete this ticket inventory control sheet after every event, as part of your financial reporting. Keep a copy for yourself and send the original to Professional Licensing and Regulatory Affairs (PLRA) via:

Mail: Professional Licensing and Regulatory Affairs, C-5
 Box 2703,
 Whitehorse, Yukon Y1A 2C6

Courier or dropoff in person: Professional Licensing and Regulatory Affairs, C-5
 307 Black Street
 Whitehorse, Yukon Y1A 2N1

Questions? Phone 867-667-5111 • Fax 867-667-3609 • Email charitablegaming@gov.yk.ca

Date out	Seller's name	Selling price	Ticket # beginning	Ticket # ending	Total # of tickets issued	Seller's initials	Date in	Unsold ticket numbers	Total sold @ full price	Total sold @ discount price	Total sale amount	Variance over/short	Explanation of variance	Seller's signature	Deposit date	Treasurer Initials
YYYY MM/DD							YYYY MM/DD								YYYY MM/DD	
YYYY MM/DD							YYYY MM/DD								YYYY MM/DD	
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YYYY MM/DD							YYYY MM/DD								YYYY MM/DD	
YYYY MM/DD							YYYY MM/DD								YYYY MM/DD	

Signature of raffle coordinator: _____ Date: _____

Signature of treasurer date: _____ Date: _____

Date out	Seller's name	Selling price	Ticket # beginning	Ticket # ending	Total # of tickets issued	Seller's initials	Date in	Unsold ticket numbers	Total sold @ full price	Total sold @ discount price	Total sale amount	Variance over/short	Explanation of variance	Seller's signature	Deposit date	Treasurer Initials
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YYYY MM/DD							YYYY MM/DD								YYYY MM/DD	
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2018 11/25	John Doe	\$2/1 or \$5/3	0001	0050	50	JD	2018 11/30	0041- 0050	19	21	\$73	N/A	N/A	JD	2018 12/01	AA
YYYY MM/DD							YYYY MM/DD								YYYY MM/DD	
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YYYY MM/DD							YYYY MM/DD								YYYY MM/DD	

Signature of raffle coordinator: _____ Date: _____

Signature of treasurer date: _____ Date: _____