


Date Sold	Art Work Sold	If Outside Active, please list date & name →			Check one		Accounting to Complete	
	Last Name	First Name	Address (need for check for Individual Payment)	Sold Amount	Group	Individual	Ind. Payment	Date Paid
If sale is on-line, please complete below			TOTAL TURNED INTO ACCOUNTING	CHECKS	\$	CASH	\$	
Date: _____ Name: _____			TURNED IN BY:		→			
Please complete for each sale separately/person. If this is one individual sale (in the facility) we still need the form completed for backup.								

If this is for an art show and "up front" funds are needed, please complete a purchase requisiton with "Petty Cash" as the vendor and lsit the show and date. Please provide to accounts payable, at least, a week in advance to be sure cash is available.