**Selling Items**

The preferred method of selling items is to use the online CashNet E-Market system. You must read the CashNet information and determine first if you must or should be using CashNet. We realize that this may not be appropriate or optimal for certain situations. If you plan on selling items you must follow the procedures below.

1) The selling of items or collection of money is considered an event. Please refer to the Events Request Policy in the Clubs Manual. You must submit an event request through the Community website.

2) The Treasurer should start with an inventory of all the items to be sold.

3) Only cash and checks may be accepted. No credit card or credit card information may be taken unless it's being done online through CashNet E-Market or by using the CashNet Cashiering function.

4) At the beginning of a sale period (Example: selling t-shirts in front of Crosby from 10am-1pm would mean the beginning is 10am) a count should be made of the number of items in inventory along with how much cash was in the box to begin with.

5) Anytime an item is sold it should be recorded with the date, what was sold, # sold, the total charge and how it was paid. Attached is a spreadsheet that can help facilitate this. It is highly encouraged to also have a receipt book on hand.

6) At the end of the sale period (in this example 1pm) a reconciliation needs to be done by totaling the money collected against the # of items sold and/or the remaining inventory. Please use either the “Tangible Goods Reconciliation Worksheet” or the “Ticket Sales Reconciliation Worksheet”

7) If this was the last day of sales the tracking sheet(s) should be turned into the Office of Student Activities. Please be sure to make a copy and give to your clubs treasurer.

For sales lasting more than one day the money must be kept in the Office of Student Activities, when your club is not actually selling the items. This will keep the money and items safe as well as provide an easy place for the next day’s members to pick up the cash box and items.

**Deposits:** All deposits will be made by the Office of Student Activities. Please make copies of all “Club Sales Tracking Sheets” and “Reconciliation Worksheets”. Turn in the originals with all the money collected to the Office of Student Activities. If for some reason your sales are taking place after hours, deposits should be made into the safe deposit box located in the basement of College Hall. Please turn in copies of all paperwork and the deposit amount to the Office of Student activities the next business day.
Club Sales Tracking Sheet

CLUB: ___________________________ DATE OF SALES: _____4___________  
LOCATION OF SALES: ___________________________ TIME OF SALES: ________________

For all none food items please take an inventory at the end and at the beginning of the sale day and note in the second table below.

Please record each sales transaction below

<table>
<thead>
<tr>
<th>Date</th>
<th>Items Sold</th>
<th>Total</th>
<th>Cash or Check</th>
<th>Initial of Salesperson</th>
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At the end of sales each day you must reconcile your totals sales against remaining inventory. To do this please complete one of the attached reconciliation worksheets.
Gonzaga University

Tangible Goods Reconciliation Worksheet

Event: ____________________________ Date: ____________________________

Products Sold:

  Beginning number of products: ____________________________

  Ending number of products: ____________________________

  TOTAL PRODUCT SOLD: ____________________________

Sales:

  Price of product: ____________________________

  Total product sold (above): ____________________________

  Calculated sales
    (Product x price): ____________________________

  Funds Received: ____________________________

  Variance
    (Calculated minus Funds): ____________________________

Reason for Variance:

________________________________________________________________________
________________________________________________________________________

Club Representative Signature: ____________________________ Date: ____________________________

Student Activities Signature: ____________________________ Date: ____________________________
Gonzaga University
Ticket Sales Reconciliation Worksheet

Event: ____________________________ Date: ____________________________

Ticket Sales:
Last Ticket Number Sold: ____________________________
First Ticket Number Sold: ____________________________
Difference: ____________________________
Add one (1) to difference ____________________________
TOTAL TICKETS SOLD: ____________________________

Sales:
Admission Price of Ticket: ____________________________
Tickets Sold (above): ____________________________
Calculated Sales
(Tickets x Price): ____________________________
Funds Received: ____________________________
Variance
(Calculated minus Funds) ____________________________

Reason for Variance:
________________________________________________
________________________________________________
________________________________________________

Club Representative Signature: ____________________________ Date: ____________________________

Student Activities Signature: ____________________________ Date: ____________________________