ROTARY DUCK RACE
INSTRUCTIONS AND RECONCILIATION SHEET

DATE ____________ CLUB ____________
NAME ____________
PHONE ____________

TO: PATTY OLIVEIRA
CliftonLarsonAllen
1110 N. Center Parkway
KENNEWICK, WA 99336
PHONE: 735-1561

THESE INSTRUCTIONS RELATE TO "TOTAL" CLUB COLLECTIONS (NOT INDIVIDUAL MEMBERS)

1) Separate all duck tickets from the money and clip together. **TICKETS MUST BE IN NUMERIC ORDER!**

2) Separate money by 1's, 5's,10's, 20's, 50's, 100's, checks, etc. Separate ticket and merchandise money.

3) Complete this form and enclose for delivery to Patty Oliveira

4) RECONCILIATION:

# OF TICKETS (ONE PER DUCK SOLD)	0	X $5 =	**$0.00** **(A)**
MONEY/CHECKS: COINS			
1			$0.00
5			$0.00
10			$0.00
20			$0.00
50			$0.00
100			$0.00
TOTAL CASH			$0.00
2 Tapes MUST be attached — **TOTAL CHECKS**			
TOTAL MONEY			**$0.00**
"A" AND "B" MUST MATCH			**(B)**

5) **MERCHANDISE DEPOSIT** $ ____________
(USE SEPARATE ENVELOPE)

6) **DUCK DEPOSIT** $ ____________
(USE SEPARATE ENVELOPE)

MUST ATTACH 2 ADDING MACHINE TAPES FOR CHECK TOTALS

TICKET STUBS ENCLOSED:

FROM:	thru	TO:	TOTAL
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Total Column 1			0

FROM:	thru	TO:	TOTAL
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Total Column 2			0

GRAND TOTAL 0