



## Instructions

### LG904 Admission Sales and LG905 Admission Sales Summary

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Organizations with admission sales must complete, in ink, the LG904 and LG905 form for every bingo occasion.

- A separate LG904 must be completed by each employee selling bingo paper sheets, packets, or packages in admission sales.
- Information from all LG904's for the occasion is transferred to one LG905 and verified by the preparer.

<p align="center"><b>LG904 OCCASION AND SALES INFORMATION</b></p>	<p align="center"><b>LG905 OCCASION AND SALES SUMMARY INFORMATION</b></p>
<p>Enter the occasion date and time.</p> <p><b>Column 1</b> Provide a brief description including whether the product is a sheet, packet, package, linked bingo paper, or an electronic bingo device package. This may also include the color and the number of "ON'S" and "UP'S".</p> <p><b>Column 2</b> Enter the control number from the LG900, LG901, LG902, and/or LG930.</p> <p><b>Column 3</b> Enter the actual number of packages and/or sheets removed from inventory for this employee/point of sale. Use a separate line for each different electronic bingo device package sold.</p> <p><b>Column 4</b> Count the number of sheets, packets, and/or packages returned to inventory and enter the amount in Column 4.</p> <p><b>Column 5</b> Subtract Column 4 from Column 3 (amount of sheets, packets, or packages sold).</p> <p><b>Column 6</b> Enter the selling price from the LG900 and/or LG901 for single sheets and packets, the selling price from the LG902 for packages, or the selling price from LG930 for linked bingo paper. Enter the price for each electronic bingo device package.</p> <p><b>Column 7</b> Enter the total dollar sales of the sheets, packets, or packages being sold (Column 5 x Column 6 equals Column 7).  The total of Column 7 is carried forward to Line 4 of the LG905.</p> <p><b><u>Seller's Signature</u></b> The person completing this form must enter the total and <b>sign it in ink.</b></p>	<p><b>Line 1</b> At the end of the occasion: a. Count the cash in the admission sales drawer (include the starting cash bank but do not include any floor sales). b. Enter the amount of prizes paid by cash from the admission sales drawer (including the starting cash bank). c. Add Lines a and b and enter the total.</p> <p><b>Line 2</b> Enter the amount of the starting cash bank.</p> <p><b>Line 3</b> Subtract Line 2 from Line 1 and enter this amount on Line 3.</p> <p><b>Line 4</b> a. Enter the totals from Column 7 of all LG904's completed for the occasion. b. Enter the total cash received from the sale of gift certificates. c. Total of 4a and 4b. This amount is also entered on Line 1 of the LG909.</p> <p><b>Line 5</b> Enter the total dollar value of all coupons and gift certificates redeemed. This amount is also entered on Line 2 of the LG909.  NOTE: Keep all coupons and gift certificates to verify the amount reported on Line 5.</p> <p><b>Line 6</b> Subtract Line 5 from Line 4 and enter amount on Line 6.</p> <p><b>Line 7</b> Subtract Line 6 from Line 3 to determine the amount of cash long or &lt;short&gt; and enter on Line 7.</p> <p><b><u>Preparer's Signature</u></b> The employee responsible for verifying admission sales must complete this form and <b>sign it in ink.</b></p>