**DISMAL SWAMP STATE PARK**

**VISITOR CENTER DAILY SALES REPORT**

**Dismal Swamp State Park** **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Daily Sales Report for Gift Shop, Canoe/Kayak/Bike Rentals**  **Imprest:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CASH/CHECK SALES**

***Gift Shop Sales***

Beginning Gift Shop Sales Amt $\_\_\_\_\_\_\_\_ Ending Gift Shop Sales Amt $\_\_\_\_\_\_\_\_

Beginning Receipt # \_\_\_\_\_\_\_\_\_\_\_\_ Ending Receipt # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total # of Gift Shop Sales: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overage $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ Shortage $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Rental Sales***

Beginning Rental Sales Amt $\_\_\_\_\_\_\_\_ Ending Rental Sales Amt $\_\_\_\_\_\_\_\_

Beginning Rental Receipt # \_\_\_\_\_\_\_\_\_\_\_\_ Ending Receipt # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total # of Rental Sales : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overage $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ Shortage $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CREDIT CARD SALES:**

***Canoe Rentals***

CC Starting Invoice # \_\_\_\_\_\_\_\_\_\_\_\_\_ CC Ending Invoice # \_\_\_\_\_\_\_\_\_\_\_\_

***CC GIFT SHOP SALES:***

CC Starting Invoice # \_\_\_\_\_\_\_\_\_\_\_\_\_ CC Ending Invoice # \_\_\_\_\_\_\_\_\_\_\_\_

**Refunds/Void (require Park Ranger approval and explanation below):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cash Totals** $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Checks Totals** $ **\_\_\_\_\_\_\_\_\_\_\_\_\_ / Check #’s \_\_\_\_\_\_\_, \_\_\_\_\_\_, \_\_\_\_\_\_, \_\_\_\_\_\_, \_\_\_\_\_\_,**

**CC Sales Totals $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Overall Sales Total $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Overage $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Shortage $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Funds Deposit Date \_\_\_\_\_\_\_\_/ Amount$ \_\_\_\_\_\_\_\_\_\_\_\_ / Initials \_\_\_\_\_\_\_\_\_\_**

**Funds taken to Bank for Change: $\_\_\_\_\_\_\_\_\_ Return Change Funds Amount: $ \_\_\_\_\_\_\_\_ Initials \_\_\_\_\_**