

TICKET SALES & STUDENT EVENTS/ACTIVITIES

Tickets for events will be issued by the Office of Student Accounts. These tickets are numbered and must be accounted for, after the event. The process starts with a Ticket Manifest Form.

1. Have the person receiving the tickets complete the Manifest form, and then issue tickets.
2. If there is a need for change fund, complete the bottom half of the form and take it to the Bookstore.
3. Collect change from the Bookstore and leave pink copy of request with the form their records.
4. Provide cash box if needed and record on ticket manifest form. File the other copies of Manifest form in a pending binder.
5. After the event, check the number of tickets sold and compare to make sure that they correspond to the monies collected (not included change).
6. Return change or equivalent amount of cash to the Bookstore and withdraw pink copy of manifest form. Give back the check requisition and file other documents in a Tickets Manifest Binder.
7. Deposit the balance of Monies into the appropriate account at the Bookstore.