

GATE RECEIPTS & TICKET SALES

A properly completed Ticket Seller Report should be prepared for all tickets sold – including gate receipts at athletic events. This report should be completed by the person who actually sold the tickets. The properly completed Ticket Seller report should accompany the properly completed ROMC and gate receipts when funds from athletic events are being remitted for deposit into the school's internal account.

A change fund may be issued to facilitate gate receipts and ticket sales in accordance with the guidelines in Chapter 8 of this manual.

Ticket sales should be handled in accordance with the requirements outlined in Chapter 7 – Cash Receipts Topics of this manual.

A sample Ticket Seller Report can be found in the Appendix.