

Departmental Ticket Sales – Non-Athletic

Purpose and Scope

This procedure outlines the method of physically handling and accounting for tickets and for cash and cash items received for the sales of tickets for special events on campus. Departments with special needs which restricts their use of this procedure may submit an individualized procedure for approval by the Vice President for Business Affairs and Controller.

Reference

None

NOTE: All links for [supporting documents](#) are found at the end of this policy

Responsible Area

Departments

Procedure:

Budget Unit Head

1. When received, records the purchase date and ticket numbers on a **Departmental Ticket Log** and signs log. (If expects to have several disbursements of tickets from same roll/batch, use a separate log for each roll/batch.
2. Stores tickets in a secured area until needed.
3. Records each disbursement of tickets by logging date, ticket numbers, purpose and signs log.

NOTE: Disbursements are to be made in sequential order.

4. All complementary tickets should be recorded on **Log of Complementary Tickets Issued** and log must be signed by employee who issued the tickets and by the party who received the tickets.

Responsible Party

5. At the end of each day of ticket sales, the employee responsible for the ticket sales must complete the **Daily Ticket Sales Reconciliation**.

NOTE: All cash overages and shortages must be explained by the responsible person and approved by the Budget Unit Head or his designee.

6. Makes daily deposit as per **Departmental Cash Receipts – Cashnet Cashiering System** in the Banner Fiscal Policy and Procedure User Guide and includes the **Daily Ticket Sales Reconciliation** in deposit.
7. All ticket sales records and unused tickets must be retained in department's files for three years.

Supporting Documents

[Daily Reconciliation of Ticket Sales](#)

[Departmental Ticket Log](#)

[Log of Complementary Tickets Issued](#)

***NOTE:** Supporting Documents can also be found on the Business Affairs website listed under the [Documents/Forms Link](#).*