



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2260

PAGE: 1 OF 3

CATEGORY: **Fiscal Management, Associated Student Body**

EFFECTIVE: **1-29-62**

REVISED: **12-16-02**

SUBJECT: **Student Body Tickets**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for acquiring, selling, and accounting of tickets for student body events, student body cards, class dues cards, and membership or admission cards.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy D-5000.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Accounting Department, Finance Division, Business Operations Branch.
2. **Procurement of Tickets.** Student body tickets should be acquired from stock whenever possible. All unused, unsold, and voided tickets must be retained at the school for examination and reconciliation by student body auditors.
3. The Constitution of Eastern and/or Western League, C.I.F., San Diego Section, prohibits selling of tickets to student holders of ASB cards at the following times:
 - a. After close of last lunch period (for afternoon games)
 - b. Later than one-half hour after school is out (for a night or a Saturday game)
4. Gates shall remain open and ticket sellers/takers shall remain at their posts during entire game.
5. Some secondary schools budget ticket costs for all activities under ASB administration, thereby eliminating a need for individual requisitions.
6. Student body tickets usually are sold prior to an event or activity.
7. Student body funds may not be used to purchase items sold by district employees.

D. IMPLEMENTATION**1. Financial Clerk**

- a. Upon receipt of tickets from stock, checks the number received and the ticket price against requisition; prepares heading of ticket recap form and notes any discrepancies.
 - b. Prepares ticket charge-out form for each selling position; notes amount of change fund, starting numbers, colors, and values of all tickets on each sheet (in ink).
 - c. Prepares individual change fund for each selling position. (Change funds varies from \$10 to \$40 or more, depending on anticipated volume of sales.) Change fund should be planned to supply all denominations of coins necessary. Supplies usually needed are the following:
 - (1) Change tray (box type) and change fund
 - (2) Tickets and ticket charge-out and recapitulation forms
 - (3) Signs "Admission Price" and "No Pass Outs"
 - (4) Pencil and thumb tacks
 - (5) Containers for ticket stubs
2. **Ticket sellers or person(s) responsible** complete ticket charge-out forms (E.1., Attachment 1) and turn in all material and money after an event.
 3. **Financial Clerk**
 - a. **Verifies recapitulation** and notes any discrepancies; completes "Student Body and District Funds Receipt" form for total receipts less the change fund; makes normal distribution of copies.
 - b. **Completes ticket recap** form (E.2., Attachment 2) after conclusion of the event; records discrepancies on form.

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NO: **2260**

PAGE: **3 OF 3**

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- c. **Retains ticket recap** form and all unused, unsold and voided tickets for examination by operations auditors during next school audit. (Auditors ordinarily authorize final disposition of recap forms and tickets immediately after audit.)

E. FORMS AND AUXILIARY REFERENCES

1. Ticket Charge-Out and Recapitulation, Sample, Attachment 1
2. Ticket Recap Form, Sample, Attachment 2
3. Student Body Requisition, Stock Item 22-S-7955
4. Student Body and District Funds Receipt, Secondary, Stock Item 22-S-7795
5. Tickets (various), Stock Catalog, Class 22

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education