**Ticket Seller Procedures**

**Before the sporting event**

1. The ticket seller will count the money in the cash box to verify beginning cash balance of $100 and the beginning ticket numbers are correct on the “Ticket Sales Report”

**During the sporting event:**

A ticket should only be given to those individuals who purchase a ticket. No ticket is given to season pass holders or senior citizens (over 60 years).

**After the sporting event ticket selling period is over:**

1. The ticket seller will prepare the reconciliation of the sporting event’s activities using the “Ticket Sales Report”.
	1. The reconciliation will include the beginning cash amount
	2. the beginning and ending ticket numbers for adults and students
	3. and the total cash which should have been collected based on tickets sold.
2. The ticket seller will then count all cash and record that amount on the reconciliation and sign it.
3. The athletic director or his assistant/designee will also count the money, confirm ending ticket numbers and sign the reconciliation.
4. The money (excluding the beginning balance of $100) should then be put into the completed LCS deposit envelope, initialed and sealed. The most important item is to have 2 people count the funds and verify the ticket numbers and sign off accordingly.
5. All money and the seller-prepared “Ticket Sales Report” will then be given to the athletic director or his assistant/designee for them to secure.

THANK YOU FOR YOUR HELP☺