**Concessions Seller Procedures**

**Before the sporting event**

The concessions seller will count the money in the cash box to verify beginning cash balance of $100.

**During the sporting event:**

If the athletic director or his designee removes any money from the cash box the money must be counted by both the concessions seller and athletic director or his assistant and recorded on the deposit envelope.

**After the sporting event:**

1. The concessions seller will count all cash in the cash box. The athletic director or his assistant/designee will also count the money. The money (excluding the beginning balance of $100) should then be put into the completed LCS deposit envelope that is signed and sealed by both the concessions seller and the Athletic Director of his assistant/designee. The most important item is to have 2 people count the funds and verify the concessions deposits and sign off accordingly.

2. All money and the deposit envelope will be given to the athletic director or his assistant/designee for them to secure.

THANK YOU FOR YOUR HELP☺