



POLICY:	TICKET SALES
EFFECTIVE DATE:	March 1, 2013
APPROVAL DATE:	June 30, 2014

PURPOSE

To establish a policy and procedures for the supply, inventory and management of tickets to sell for ASI events through the ASI Corporate Office located in the University Student Union Suite 3700.

POLICIES AND PROCEDURES

A) Purchasing and Receiving

- 1) Associated Students, Inc. sells tickets for ASI events to students and, depending on the event, to staff, faculty and community members.
- 2) All Tickets are ordered and received by the staff of the ASI entity sponsoring the event.
- 3) Upon receipt, the tickets are checked for correct number and the inclusion of the ASI logo and applicable legal information.
- 4) The tickets are stored in the Corporate Office safe.

B) Sales and Daily Inventory

- 1) All tickets to ASI events are sold through the ASI cashier in USU3700.
- 2) At least one week prior to the sale of the tickets, the Manager of Operations and/or the Financial Coordinator is apprised of the date of the event, the dates for ticket sales, the number of tickets to be sold, the price of the ticket, and the type of documentation required by the sponsoring area of ASI.
- 3) Prior to the daily sale of tickets, the cashier counts and records the tickets in the daily ticket log.
- 4) If more tickets are needed, the cashier notifies the Financial Coordinator or the Manager of Operations, who removes and records the necessary tickets from the safe.
- 5) The cashier counts the tickets and places them in the Ticket Sales binder.
- 6) At the end of ticket sales for the shift, the cashier counts the remaining tickets, logs them into the daily ticket log, reconciles CSI Spectrum and gives the daily proceeds to the Financial Coordinator or the Manager of Operations.
- 7) The Financial Coordinator or the Manager of Operations then place the tickets, proceeds of the day, and the cashier's cash bag into the Corporate Office safe.

C) Final Ticket Inventory and Reconciliation

- 1) When the tickets are no longer being sold for the event, the Financial Coordinator will reconcile the tickets with the ticket sales and compute the total amount of ticket sales for the event.
- 2) Total amount of sales will be relayed to the manager or director of the ASI entity sponsoring the event.
- 3) All remaining unsold tickets, if any, will be returned to the ASI entity.