

**Section:** Business and Support Operations

**Section Number:** 3.21.2

**Subject:** Ticket Sales

**Date of Present Issue:** 08/16/00

**Date of Previous Issues:**  
10/77, 02/79, 06/82, 07/91

POLICY:

All requests for tickets to be used and sold by any Lake Superior State University organization must be submitted to Business Operations. Without exception, all tickets will be procured by Business Operations. Tickets must be serially numbered. The sale of and accounting for these tickets must be handled with the same responsibility as though they were cash.

Business Operations staff members have the right to audit the ticket sales at any time.

PROCEDURE:

All departments or organizations selling tickets to any type of event will fill out Ticket Reconciliation Form (attachment #1) found in Microsoft Word on the O:\ drive. The Ticket Reconciliation form must be attached to the department or organization's deposit that is submitted to the Student Service Counter.