

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

HANDLING OF TICKETS FOR COLLEGE ACTIVITIES

PRINTING

All College activities which require paid admissions must use pre-numbered tickets.

The pre-numbered tickets can be made by the sponsoring department or a Job Ticket can be sent to the Duplication Design Center to request tickets be designed and printed. The tickets should include the following information:

- a. Name of the sponsoring department
- b. Name of the event
- c. Date(s), time(s), location of the event
- d. Cost per ticket
- e. Contact information
- f. Refund policy
- g. Sequenced ticket number

Additional information, which the sponsoring department may desire on the tickets, can also be included.

Tickets should be of a standard size and format.

STORAGE AND DISTRIBUTION

Tickets are to be stored in a secure location within the sponsoring department. Tickets may be distributed to sales personnel by the department, if they choose. The recipient will assume all liability for the cost of tickets received. Money from ticket sales, along with any unsold tickets, must be returned directly to the sponsoring department

ACCOUNTING AND REPORTING

A deposit form is to be filled out on a daily basis and sent to the Cashier's Office with all monies received.

A College receipt will be issued and sent to the sponsoring department to be filed with a copy of the deposit form.

It is the responsibility of the sponsoring department to account for all money and tickets for the event. All money, including door sales from day of event, must be deposited with the Cashier's Office by the end of the day immediately following the event.

CAMPUS POLICE

Campus Police will be responsible for the transportation of all monies in a sealable deposit bag or locking canvas bag to be deposited to the Cashier's Office.

SALES

Sales of tickets are the responsibility of the department sponsoring the event. All sales must be handled in accordance with College policies and procedures as applicable.

Revised—Administrative Committee
April 14, 1981
Revised—Cabinet
October 3, 1988
July 29, 1996
November 16, 2004
Retyped—Department Name
September 14, 2007
Revised—Cabinet
August 20, 2019