* **Tickets & Gate Receipts**
* Management of Tickets: process for securing/distributing/returning
  + Security & Storage
    - formal notification for alternative overnight storage
  + Ticket Log – accuracy is vital!
* Management of Gate Receipts
  + Gate Receipts Report – individual controls must be in place
* Monthly Reconciliation Process
  + Packet: check/Gate Receipts Reports/reconciliation report (EPSS)
  + Deadlines: Oct 15, Nov 15, Dec 15, Jan 15, Feb 15 and Mar 15
* **Purchase Cards**
* Sales Tax on Meals – permissible to pay
* Pin Numbers – responsibility of individual school
* Travel Authorization Procedures
  + Travel Authorization Form
  + Purchase Card Log
  + Letter Authorizing Use
* **Event Management**
* Event Management Paperwork
  + Review of Paperwork and Process for Submitting
  + Timeline for Paying Event Staff
  + Event Staff Hourly: substitute teachers
* Points of Emphasis
* **School Broadcast Program -** Guest: Che Vialpondo, NFHS Network
* APS/NFHS Network Agreement
* Pixellot Program – HS Gymnasiums
* Q & A
* **Distribution:** Athletics Department
* Event Tickets, Ticket Log, Cash Box, Event Staff Apparel
* Complimentary Admission Tickets
* Purchase Cards and Packet