

**3000 SERIES/BUSINESS/NON-INSTRUCTIONAL OPERATIONS****GATE RECEIPTS AND ADMISSIONS**

The principal of each school is responsible for the administration and supervision of all phases of school events for which an admission is charged. Adequate records shall be maintained to provide chronological and accounting data for subsequent review and analysis. Such receipts shall be deposited to the school's student activities fund.

Admission receipts of school events shall be controlled. The Principal, or his/her designee is responsible for the administration and supervision of all phases of school events for which an admission is charged.

Admission to those school events for which an admission is charged shall be by serially numbered tickets only. However, persons presenting season, faculty, or special passes will be admitted to all events.

Records shall be maintained and audited by the Business Office to provide chronological and accounting data for subsequent review and analysis.

Funds are to be used for the athletic and program benefit of students.

**Policy Approved: 06/24/85**

**Policy Reviewed: 12/02/91**

**Policy Revised: 06/16/03, 05/24/21**