* **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