

ADMISSION AND GATE RECEIPTS

When there is a charge for admission to a school event, other than athletic, a report is to be made on the “Proof of Ticket Sales” form. A copy of such report is to be kept in the principal’s office as proof of the correctness of the receipt written for funds collected from the event. Copies of this report and/or deposit slips shall be sent to the finance office of the district.

Due to the change in collection of admissions for athletic events, ticket sales are purchased through an online process only. The admission/sales report is maintained in the Athletics' Department for funds deposited through the Automated Clearing House system. A report is submitted to the Business Office of the district for ticket sales and documentation received from the financial institution.

SOURCE:	Jackson Public School District, Jackson, Mississippi
DATE:	December 18, 1978
AMENDED:	January 18, 2022
REVIEWED:	October 16, 1989
	December 6, 2016
	April 4, 2017
	December 14, 2021