

PINELLAS COUNTY SCHOOLS
INSTRUCTIONS
REPORT OF COMPLIMENTARY TICKETS ISSUED

All complimentary tickets issued must be accounted for, in writing, by means of this form and retained for audit review.

1. Record the name of the school.
2. Detail the type of event or activity. Be specific. If the tickets are issued for a drama production, identify the production. If they are for an athletic activity, name the sport and opponent.
3. A separate Report of Complimentary Tickets Issued form should be completed for **each** individual activity/event/game.
4. Insert the date of the activity.
5. When recording the distribution of the tickets:
 - The recipient should record the date they received the tickets.
 - The ticket numbers must be in sequence. The last number should be the next ticket number available for sale.
 - The total number of tickets issued is the difference between From and To. (i.e. 6-11 = 5 given out, not 6-10)
 - Each recipient must sign for the tickets that they received.
 - The recipient should note their title (e.g., Board member, faculty, coach).
 - Attach the Report of Complimentary Tickets Issued form to the respective Ticket Sales Report form and record the number of complimentary tickets issued on that form.
6. The use of complimentary tickets must be recorded in the Perpetual Ticket Inventory.
7. Athletic complimentary tickets must be issued in accordance with district policy and can only be used by faculty members of the competing high schools.
Violation of the complimentary ticket policy may result in a loss of privilege to receive them.