

PINELLAS COUNTY SCHOOLS
TICKET INVENTORY
 (Maximum of 2 rolls, of same color & price per page)

_____ School Name _____

_____ Type of ticket _____ Color _____ Price _____

Roll	Beginning Number	Ending Number	Date of Activity	Activity/Event	Signature/Date
1.					
2.					

PINELLAS COUNTY SCHOOLS

TICKET INVENTORY

Instructions

ALL multi-use tickets used in a school must be recorded into the inventory, regardless of how they are acquired. This includes, but is not limited to, athletic tickets, roll tickets, admit one tickets, specialty printed tickets and tickets used for complimentary admittance.

ALL tickets must be numbered in a manner that cannot be duplicated. There should be no unnumbered tickets available to be used for any reason.

1. Record the name of the school, the type of ticket (i.e., athletic, admit one, etc.), the color of the ticket, and the price preprinted on the ticket.

Note: For admit one tickets, the prices will vary; complete where it states "Price" N/A.

2. As tickets are acquired, enter the beginning number of the roll or series of tickets. **If there is a type or series of tickets that may be used more than 10 times before they are depleted, one sheet may be used for those tickets; merely cross out the number 2 in the far left column.**

3. As the tickets are removed from the storage area, their intended use should be entered onto the inventory record. Note the beginning number, the date and description of the activity or event. Verify that the beginning number on the roll is the next number in sequence to the ending number from the prior use.

4. **The person who is going to be responsible for the tickets must sign out the tickets.**

5. When the activity is finished, the ticket seller must complete and balance the Ticket Sales Report and submit the report, receipts and any unsold tickets to the assistant principal/activities director (if applicable) or the bookkeeper. Also, any change funds must be returned to be secured or redeposited.

6. **The last ticket used will be recorded on the Ticket Inventory as the ending number.**

7. Unsold specialty printed tickets, used for a specific activity, will be retained in a secure area for audit review.