

## GATE RECEIPTS

CDG (R)

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The following procedures will be used for selling and collecting tickets to all school functions when admission is charged to attend school events:

1. Numbered tickets will be used.
2. The Ticket Sale Summary Form (CDG(R) EXHIBIT) will be completed and turned into the business office the next working day.
3. Every effort will be made to insure the accurate and timely submittal of all funds by the campus or department collecting admissions.