

Frequently asked questions about using tickets

1. Can an organization sell tickets purchased in previous year(s)?

Yes, as long as it is properly documented. The exception to this is the football tickets. As stated in the March 9, 1998 memo, if your school has tickets remaining at the end of a season, they may not be used for any other event until they have been audited.

Be aware that you may be asked to provide documentation and the unsold tickets by the Internal Auditing Department.

2. Does the bookkeeper have to keep track of the tickets?

Yes, the bookkeeper has to document it when issuing tickets (see the Ticket Issuance and Return Form on the website). Although, once the tickets are issued it is the responsibility of the sponsor of the organization to safeguard the tickets and to complete the proper documentation when selling tickets. The unsold tickets must be made available upon request to the Internal Auditing department.

3. Can the school use one roll of tickets between organizations?

No. The school needs to issue each organization their own roll of tickets.

4. Does the school have to purchase pre-numbered tickets?

Yes, the school has to purchase pre-numbered tickets?

5. Can the school print their own tickets?

No, unless authorized by the Director of Internal Auditing.