

Fundraising Function that sells TICKETS:

1. A Fund-raiser Proposal Request for Student Clubs must be completed for each event or activity.
2. Complete the Request for Change Funds/Cash Box form and submit it to Fiscal Services no later than 48 hours prior to the event.
Note: Club Advisors or Administrators must pick up the cash box if change funds are included. A student may pick up an empty cash box, if authorized by management approval.
3. Purchase your Pre-numbered tickets.
 - a. Use duplicate pre-numbered tickets. Tickets should always be sold in sequence order.
 - b. Ticket Distribution:
 - i. One copy is given to individual making purchase.
 - ii. One copy is attached to the completed Ticket Inventory and Sales Reconciliation Form.
4. After the event or activity turn in the following to Fiscal Services:
 - a. Fiscal Services Deposit Slip that reconciles to the ticket sales.
 - b. Ticket Inventory and Sales Reconciliation Form and one copy of sequentially numbered tickets.
 - c. If a ticket is voided, turn in both tickets and write the word "VOID" on them.