



ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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ADMINISTRATIVE MANUAL

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ASI TICKET PROGRAM  
POLICY 222

1.0 PURPOSE:

In accordance with and in support of the educational mission of California State University, Los Angeles, the Associated Students, Inc. provides a service to the students and the Cal State LA community by offering tickets to amusement parks, animal parks, movie theaters, and other venues at discounted prices.

2.0 REFERENCES:

Policy 021 Record Retention  
Policy 216 Procurement  
Policy 225 Signature Policy

3.0 DEFINITIONS:

Lock Box – A box, secured by a combination, located at Cashiers Office  
Cashnet Report or Paid Items Report – Month-End Report generated by the Cashiers Office  
Sales Reconciliation Report – Generated by ASI that reconciles Cashiers reports with ASI reports.

4.0 VENDOR AGREEMENTS:

A written Agreement constitutes a contract. Contracts are legally binding agreements and as such, must be signed only by the ASI Executive Director or designated staff granted the authority to enter into a contract on behalf the ASI Executive Director as per Policy 216 & Policy 225.

5.0 PURCHASE OF TICKETS FOR RESALE:

A signed agreement must be obtained prior to purchasing tickets for resale. Tickets can be purchased via US Bank Purchasing card or the Request for Payment Processing (RPP). Ways to purchase tickets for resale:

- 5.1 Prepaid – tickets must be paid for in advance of receiving the tickets.
- 5.2 Consignment – sales are collected, and reconciled at the end of each month. Vendor is paid monthly, by check, for all sales that have occurred.
- 5.3 Online – tickets purchased online via the vendor's portal.

6.0 EXPIRED TICKETS:

Tickets generally expire at the end of the year in which they were issued. Expired tickets need to be returned to the appropriate vendor within 30 days of expiration date. The handling of expired tickets will depend on the type of ticket.

- 6.1 Prepaid – Must be returned to vendor within given timeframe for refund of cost.
- 6.2 Consignment – unused tickets must be returned to vendor within the given timeframe to remove the liability.
- 6.3 Professional Spectator Sports tickets with a specific date – ASI is to retain the original expired tickets on file as per Policy 021 Record Retention
- 6.4 Expired Prepaid or Consignment Tickets returned to vendors must have a ticket return form included in the return and must be returned via a method that ensures traceability and signature confirmation of the delivery.

7.0 TICKET GIVEAWAYS/DONATIONS:

Tickets may be used as a raffle prize, donated for campus events, or department group sales. The following forms of back-up documents are required to authorize and validate giveaways, donations, or department sales.

- 7.1 Memo requesting the tickets for the giveaway.
- 7.2 Memo or email to the Cashiers Office requesting the tickets to be pulled.
- 7.3 Lucky Prize Form – Contains the event information, contact information for the prize winner.
- 7.4 Per Business Financial Services, the winner must complete a W-9 form.
- 7.5 A copy of ticket(s) before distributing to the winner.
- 7.6 Campus Event Donations – A memo/email from the event coordinator requesting the tickets.
- 7.7 Department Group Sales – A memo/email w from the Department Administrator. An invoice for the value of the ticket will be prepared by Business Financial Services and sent to the department administrator..

8.0 RECONCILIATION:

A monthly audit is conducted with Business Financial services to verify the inventory and sales of prepaid, consignment and online tickets.

- 8.1 The audit should be conducted the first day of the month to review the previous month’s sales.
- 8.2 A Sales Reconciliation Report should be completed to reflect current tickets on hand, new ticket purchases, ticket returns, change to ticket pricing, deposits from cashiers.
- 8.3 The Sales Reconciliation Report will be generated by ASI and is to align with the Cashnet Report, or Paid Items Report, and signed by the Executive Director and the Office Manager.
- 8.4 Backup documentation will be included to support and validate sales, purchases, and ticket returns.

Policy History:

- Approved: 06/07/12
- Revised: 01/16/14
- Revised: 10/08/18
- Approved: 10/18/18