

## **Double Ticket Roll Method At the Door Admissions & Raffles**

The district expectation is to collect payment using one of the PaySchools electronic payment systems. If you are unable to use one the PaySchools systems, you must receive approval from the Business Office prior to collecting any payments. Specific approval to use this “double ticket method” for at the door sales and raffles is done on an event-by-event basis, is for exceptions only and should not be advertised. Do not assume that you are approved to collect cash or checks unless you have approval from the CVS Business Office.

### ***At the Door Admissions***

Using a double ticket roll you would give half of the ticket to the person paying at the door and keep the other half with the cash box. The number of tickets in the cash box multiplied by the ticket price should equal the total of the cash collected. Both parts of the first ticket and last ticket are kept, with tickets in the middle given out (see detailed example below). The ticket half that is kept can be in one long strip, they do not have to be individually separated.

Using the ticket below as an example, you keep both pieces of ticket 056002 (ticket number 1), sell 056003 through 056092 (that's 91 tickets) and then keep both sides of 056093 (ticket after your last ticket sold). This calculates as  $91 * \$10$  admission price for a total of  $\$910$ .  $\$910$  should be your deposit amount. All tickets kept (both sides of first ticket, both pieces of last ticket, and the “keep” half of the sold tickets in the middle) are put in a zip lock bag and turned in with the cash.

### ***Raffles***

Using a double “raffle” style ticket you would give the keep half of the raffle ticket(s) to the person paying and put the other half in the draw bucket. When raffle winner is drawn, the losing tickets are kept and put in a zip lock bag. The winning ticket drawn marked as “winner” and stapled to the outside of the zip lock bag. This bag should be turned in with the cash as part of the deposit.

All District Payment Handling Policies must be followed. These policies, which are posted on the CVS website (Staff Links, Money Matters, Guidelines) for all staff to access, should be reviewed prior to the event. Payments collected always need to be counted and verified by two people, money and tickets sealed in a tamper evident bag and locked in a school safe. No payments collected can be used to pay any vendor or expenses that arise. Payments collected must be deposited in the denominations that they were received and should match the ticket count.

