Lampasas ISD Gate Receipts

Updated: July 2017

ACTIVITY FUND SECRETARY

Funds Request

Cash and Gate Bag

AFS- Activity Fund Secretary
AS-Athletic Secretary
GWS-Gate Workers Pay Sheet
TR-Ticket Report
GK-Gate Keeper

AFS processes an Activity Requisition using Purchasing Procedures for Petty Cash if necessary

Obtains Cash for Gate Workers

Ticket Report

Deposit Ticket

The next business day the AFS picks up deposit tickets which are attached to TR.

ATHLETIC SECRETARY & GATE PERSONNEL

AS completes Funds Request for gate change from campus AFS

AS prepares a gate bag which contains tickets and supplies, a GWS and TR.

A principal (or designee) take to gate worker. They get the bag with the cash, supplies, GWS, TR. The GW records the first ticket number on the TR. They will also record the ending number at the end of the game. The gate proceeds are counted and reconciled at the gate. They are put in the lock bags and taken to the bank by admin and police (football only). The bag will include the cash, the TR, GWS and a pay report for the GK. *See Cash Management Procedures for more details.*

Bank Bag, GWS, TR, Pay report to bank

AS prepares a Game Report which reconciles ticket sales, pre-campus sales (football only). Compared to deposit tickets.

GK prepares a deposit ticket

Filed

The officials and gatekeepers are paid when the TR, GWS, and Deposit tickets go to purchasing. Documents are reviewed. If an employee, paid in payroll. If nonemployee, paid with PO in AP.