

Oklahoma City Public Schools

Athletic Games Process

Athletic Games – Tickets, Concessions, & Deposits

(Preparing for a game)

(As Needed) Establishing Funds for the Game

Enter SAF Purchase Requisitions (PRAF) 10 business days before the game:

- 1) Startup change to Athletic Director (gate and concessions).
- 2) Chase – Site Name for Concession items using P-Card (I.e. Sam’s Club and Walmart).

See Section “Purchasing – Quote, PR, GR and Check” for assistance with preparing a PR / PRAF.

(As Needed) Preparing Tickets for Ticket Takers

- 1) Write the first ticket number on the reconciliation form and the cost of an adult and student ticket.
- 2) Tear off the first ticket from the roll and staple to the reconciliation form (see “Ticket Recon” in the forms section of this instruction).

(As Needed) Prepare for Deposits

- 1) Prepare 3 deposit slips (Start-up Cash, Concession Sales and Ticket Sales) (see Section 7, *Collection & Receipting SAF Procedure* paragraph 1 and 5 for instructions).
- 2) Prepare plastic bank bags, night drop key, paperclips and pens.
- 3) Prepare inventory sheets with beginning count of concession items. (see “Inventory and P&L” form in the forms section of this instruction)

Deposit all money nightly!!! No Exceptions. Do NOT keep money overnight.

(As Needed) After the Game

- 1) Leave keys and money with an Administrator or the AD (Athletic Director).
- 2) The AD or designee will take the monies to the bank’s night drop and put the separate receipts from the Startup Cash, Concessions, and Ticket Sales in the bank bag for the Secretary.

Deposit Money Nightly!! No Exceptions

Forms associated with this process are available in the forms section of this process on the School Finance Resource Page (SFRP)

Forward questions to activityfunds@okcps.org