

Category: Operations

Division:

Department: Business Office

Policy Title: Gate Receipts and Admissions

Policy Statement: Admissions receipts for college events shall be adequately controlled. Directors and/or sponsors are responsible for the administration and supervision of all of college events for which admission is charged. All gate receipts should be deposited in the Business Office. Gate receipts are subject to sales tax and shall be collected by the appropriate organization charging admission. The tax amount will be remitted by the Business Office to the Kansas Department of Revenue.

Procedures:

Contacts: Chief Financial Officer

Approved Date: 9/1/2016

Policy History: Click here to enter text.

Keywords: gate receipts, tickets, sales tax

Related Form: Click here to enter text.