UNIVERSITY POLICY SA-14.00-06/01

DATE: June 21, 2001

TO: University of West Florida Community

FROM: Morris L. Marx, President

AUTHORITY: Sections 216.011 (f) and 216.262 (1) (e), F.S.

Policy/Purpose: Delegates to Central Ticket Services the ultimate responsibility for accountability of complimentary tickets and guest admissions.

A. Complimentary Tickets and Guest Admissions to the General Public

1. The university president is authorized to grant guest admission to any university activity when deemed appropriate and in the best interest of the university. Such admission may be by invitation or complimentary ticket. Authority is subsequently delegated by the president to university activity director to distribute complimentary tickets to members of the press, charitable organizations, alumni, friends of the university and other persons as deemed appropriate to promote interest in university programs and activities. Complimentary tickets are to be distributed in accordance with the following guidelines:

   a. Central Ticket Services will issue and account for all complimentary tickets in accordance with this policy.

   b. Complimentary tickets will be distributed by Central Ticket Services only upon receipt of written authorization from a university activity director. This authorization must include the following information:

      i. The name of each complimentary ticket recipient.
      ii. Number of complimentary tickets to be distributed to each recipient.
      iii. Signature of university activity director sponsoring the event.

   Complimentary tickets may be picked up at the University Commons Service Desk or approved remote box office, or may be mailed to the recipients if addresses are provided. Following the event, the Ticket Office Manager will forward to the sponsor certification of distribution of complimentary tickets along with the appropriate event reports.

   c. Central Ticket Services will issue annually a “Summary Complimentary Ticket Event Report” which includes the names of all individuals receiving complimentary tickets. The distribution of this report will be as follows:

      i. Vice President of Administrative Affairs
      ii. Associate Vice President of Administrative Affairs
      iii. Inspector General

   d. The number of complimentary tickets issued for an event is at the reasonable discretion of the appropriate activity director.
B. Complimentary Tickets to university employees

1. The use of complimentary tickets by university employees has been interpreted, by the Office of the Auditor General, to constitute an employee perquisite. As such, this requires the department of Administration to approve in advance the kind and monetary value of such perquisites.

2. To assure compliance by the University of West Florida with Florida Law, the Office of the Administrative Vice President will have sole responsibility for authorizing the issue of complimentary tickets to university employees, based on the following guidelines:

   a. Attendance at a university event by an employee is a reasonable expectation of his/her assigned job responsibilities.

   b. The Department of Administration has approved in advance those employees who are to be issued complimentary tickets. This approval will be obtained from the Administrative Vice President based upon data furnished by appropriate activity directors/administrators.

APPROVED:  
Dr. Morris L. Marx, President  
DATE: July 5, 2001

06/21/01