TICKET TURN IN PROCEDURES

Any Sale Other Than Cash or Check

Credit/Debit or QR Code Sale

Fold up right side of the stub to stick

up from the pack.

For multiple ticket purchase fold all

stubs up as a group.

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Ticket Turn In Envelope

Fill out a turn in envelope with last name, pad start number and accounting information – only one pad per envelope. Put cash and checks with the stubs. There should be an envelope with each pad you receive. Extra envelopes are available at Rotary meetings, at Kitsap Bank and at Duck Central.



Ticket Turn In

Turn in completed pads as soon as possible during the selling period either at a Rotary meeting or at Kitsap Bank, Silverdale.

If you are <u>not</u> selling on Sunday (Race Day) turn in all tickets (sold and unsold) NO LATER THAN Saturday evening Race Weekend. (Preferably as soon as you are done selling)

Sunday sellers should turn in all completed pads prior to starting your Sunday selling shift and all pads as soon as possible after your shift. Tickets must be turned in by 1:30 pm on race day to allow for database entry, credit card processing, ticket filing and auditing to ensure we account for all tickets. In special cases a later turn in may be made with prior approval from Duck Central.

Partial Pads

If you do not sell a complete pad:

- 1. Fill out the envelope with your last name, pad start number and payment information.
- 2. Leave the pad intact (do not remove sold stubs) and turn in the envelope with cash/checks and the unfinished pad.

