



MARK WILLIAMS
COMMISSIONER

BECKY KELLEY
DIRECTOR

Administrative Procedure # A -H - 2

Subject: Historic Site Annual Passes

Effective Date: July 1, 2014

Procedure Statement:

To issue Historic Site Annual Passes to the public for use at State Historic Sites and control the revenue received from the sale of these passes.

Requirements:

- Order Historic Site Passes from Park Operations AOM at Headquarters
- Upon receipt of passes, check EACH pass and make sure all passes are documented. Do not check just the beginning and ending numbers. Check EACH pass for duplications or omitted numbers.
- Keep all passes in the safe in an envelope and IN ORDER.
- Use Log Sheet to track pass sales in house (See Attachment)
- In order to destroy passes, obtain destruction form from Park Operations AOM at Headquarters and document the destruction with copies to Pam.

Procedure:

1. Annual Historic Site Passes are sold in three types using the same generic card. Family Pass (6 people) \$35, Individual \$20, and Youth \$15. Sites should sell this item through Field Manager to capture customer information.

AFTER THE SALE

- Once all information has been entered into Active, fill out a single card for the purchaser. Check which pass they are buying Family, Individual, Youth and ensure that the EXPIRATION DATE on the card which is one year from the date of purchase. (If the date of sale is written in error on the card, the card is already expired and is no good to the purchaser.) Place the name of your site on the bottom of the card, as this will help track where the card was initially purchased.
- Allow the pass holder admission and record the number of free admissions for your attendance and programming reports.

Authority: (if applicable) (N/A)

N/A

Attachments:

1. Historic Site Annual Pass Tracking Form