



MARK WILLIAMS
COMMISSIONER

BECKY KELLEY
DIRECTOR

Administrative Procedure # A - P - 1

Subject: Issuance of Annual Park Pass

Effective Date: July 1, 2014

Procedure Statement:

To issue Park Passes to the public for use and stay at State Parks and to control the cash received from the sale of these passes.

Requirements:

Annual passes are to be issued in sequential order.

Active Users will select the type of annual pass being issued from the different discounted rates.

Note: Appropriate ID is required for Active Military, Disabled or Veteran Discounts. Disabled Veterans should have the VSO form 22 or the Certificate of Eligibility.

Procedure:

1. Guest request the purchase of an annual park pass.
2. In Active Works on the Field Manager Home page under Activity/POS Sales/Click Purchase
3. Under Product Group Select Park Pass Annual Non Taxable /Click Search/ Select the desired product by clicking the A or + or – quantity
4. Add Cart/Go to Cart/ Enter expiration date. The expiration date is the last day of the month purchased for the next year. Click OK.
5. Click Change Customer and Edit Customer Information
6. In Check Out Cart check the box next to the item and choose fees. Enter the Park Pass Number in Adjustment note box.
7. Punch out the month sold. The Annual Park Pass will be valid for one year from the time of purchase. Have customer sign the Park Pass.
8. If a guest decides to return their day-use or stay-use Park Pass before it expires, give them a refund for the stay use Pass. DO NOT DISCOUNT THEIR ANNUAL PASS.

Authority: (if applicable) (N/A)

N/A

Attachments:

N/A