



STATE PARKS & HISTORIC SITES

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COMMISSIONER

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Administrative Procedure # A - R - 7

Subject: Revenue Collection Log

Effective Date: July 1, 2014

Procedure Statement:

Each site will be required to document revenue collected from various non-Point of Sale sources such as Parkpass and vending machines on the attached Revenue Collection Log.

Definitions:

N/A

Procedure:

1. The Revenue Collection Log is to be maintained in the site office.
2. Each time non-Point of Sale revenues are collected the Revenue Collection Log is to be completed to indicate the source of revenue, date, amount collected, and signature of the collectors.

Authority: (if applicable)

N/A

Attachments:

Attachment 1 - PRHS Revenue Collection Log