1.0 Administrator

1.1 The Deputy Chancellor (or Vice Chancellor, Finance and Administration, if there is no Deputy Chancellor) or designee shall be the ticket administrator responsible for implementing Complimentary Ticket Policy P-8621.

1.2 The ticket administrator shall be responsible for reporting the distribution of tickets required below.

1.3 The ticket administrator will establish procedures for the distribution of tickets in accordance with Complimentary Ticket Policy P-8621. At a minimum, the ticket administrator will:

   1.3.1 Manage the receipt, distribution, and accounting for all tickets or passes subject to Complimentary Ticket Policy P-8621.

   1.3.2 Ensure tickets or passes distributed by the Los Rios Community College District/College under this policy serve at least one of the public purposes as defined in Complimentary Ticket Policy P-8621.

   1.3.3 Ensure tickets distributed pursuant to this Complimentary Ticket Policy P-8621 are disclosed on the Fair Political Practices Commission “FPPC” Form.

   1.3.4 Each disclosure form shall include:

      1.3.4.1 The name of the person receiving the ticket or pass.

      1.3.4.2 A description of the event.

      1.3.4.3 The date of the event.

      1.3.4.4 The face value of the ticket or pass.

      1.3.4.5 The number of tickets or passes provided to each person.

      1.3.4.6 If the ticket or pass was behested, the name of the official who behested the ticket.

      1.3.4.7 A description of the public purpose under which the distribution was made, or alternatively, that the ticket or pass was distributed as income to the official.

   1.3.5 Sign each disclosure form verifying that the distribution of tickets is in accordance with the provisions of FPPC Regulation section 18944.1.

   1.3.6 Ensure the disclosure form is provided to the FPPC in a timely fashion.