

## 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.