Castaic Lake Water Agency
Employee Ticket Distribution Procedures

This protocol instructs employees on how to properly handle any ticket offers they may be offered from potential or current vendors, consultants, etc.

Ticket Distribution Procedures – POTENTIAL VENDORS
Agency employees, officials or Directors may ***NOT*** accept tickets from any potential vendors. It is a conflict of interest.

Ticket Distribution Procedures – CURRENT VENDORS
In the event an Agency employee, official or Director is offered tickets by a current vendor, the following procedures must be followed:

1. Employee is offered tickets by vendor. The offer can be written (via email, letter, fax, etc.) or via telephone call.
2. If the employee would like to accept the tickets he/she must notify the General Manager within 24 hours of being offered the tickets (via email is OK; CC the Board Secretary).
3. The employee must fill out the **Ticket Distribution Form (DMS #43506)** and **Form 802 – Tickets Provided by Agency Report (DMS #43531).**
4. Both the completed Ticket Distribution Form and Form 802 must be forwarded to the immediate Supervisor for approval within two (2) days of being offered the tickets.
5. The Supervisor must then forward both the Ticket Distribution Form and Form 802 to the Board Secretary.
6. The Board Secretary will then forward the forms to the General Manager (GM) who will sign off. The GM will also determine if the tickets can be raffled in an employee raffle.
7. The Board Secretary will make a copy of the signed Ticket Distribution Form and Form 802 for the employee and keep the original in a file.
8. The Board Secretary will submit the completed Form 802 to The IT Technician for posting on the Agency's website *within 15 days of receiving the tickets*.