

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Purchasing Tickets in Advance for Lyceum Events	<u>Number</u> 539
Related Policy:	6Hx20 – 1.010	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a procedure for purchasing tickets in advance for Lyceum events.

**II. Procedure**

Tickets purchased in advance for Lyceum events may be paid for by cash, check or credit card (Visa, Master Card, Discover, or American Express). Credit card purchases at the ticket office, by telephone, or online at [www.pensacolastate.edu/lyceum](http://www.pensacolastate.edu/lyceum) will be billed at the time of the purchase. There will be no refunds or exchanges, unless there is a cancellation by the College.

Responsible Official:	Vice President, Business Affairs
President's Signature:	Date: 02/21/2017

