

## **UAM OPERATING PROCEDURE 905.1**

### **DISTRIBUTION OF COMPLIMENTARY PASSESTO UNIVERSITY ACTIVITIES**

All complimentary passes to any University activity (with the exception of athletic events) for which an admission is charged will be issued by the appropriate Vice Chancellor, Dean, and/or Unit Head. Any individual wishing to request that a pass be issued to an individual must address such a request to the appropriate Vice Chancellor, Dean, and/or Unit Head for action.

If an event has an originating fee, but the Vice Chancellor, Dean, or Unit Head wants to offer complimentary passes/tickets to the event, the budget of the Vice Chancellor, Dean, and/or Unit Head making the request will be charged unless otherwise stated.

The distribution of athletic passes will be made by the Chancellor. The athletic director, coaches, and faculty representative will recommend to the Chancellor individuals to receive athletic passes each year.

*Revised: July 1, 2011*  
*January 1, 1985*