

Fundraiser/Sales Project Potential Form

This side of the form must be completed prior to a fundraiser beginning

After completing this side of this form, give it to the principal's office. If in agreement, the principal will sign the form and then forward the form to the superintendent. If in agreement, the superintendent will sign the form and forward it to the treasurer's office. The treasurer will make a copy of the form and send the original back to the originator of the form. Once you receive this form back with the administrative signatures, you should fill out requisitions for your anticipated expenditures.

After the fundraiser is completed and all money is receipted and paid, the activity account advisor will complete the back side of the form and forward it in the same manner as listed above.

This form is designed to account for the income (actual and projected) from sales projects conducted by student activity programs. The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted board policies.

State Law & Board Policy states that all money received must be turned into the principal's office within 24 hours of receiving the money. Use a Pay-In Form when submitting the money. All payments related to the fundraiser will be made using a purchase order.

Organization - _____

Proposed Sales Project - _____

Company fundraiser is with - _____

Anticipated total sales - _____

Approximate Start Date - _____

Requested by:

Approved by:

Activity Account Advisor

Principal

Date

Date

Superintendent

Date

****At the conclusion of the fundraiser, complete the other side of the form****

****This side is to be completed when the fundraiser is completed****

After completing this side of the form, give it to the principal's office. The principal will sign the form and then forward the form to the superintendent. The superintendent will sign the form and forward it to the treasurer's office. The treasurer will make a copy of the form and send a **copy** back to the originator of the form for their records.

Total Amount of money received during the fundraiser - \$ _____
and deposited into the activity account.

Total money spent during the fundraiser - \$ _____
(**Note:** All money must be receipted to the school and payments made with purchase orders)

Net profit/loss of fundraiser - \$ _____

Signatures:

Activity Account Advisor

Principal Date

Date

Superintendent Date

NOTE:

Keep all records associated with this fundraiser. The auditors will randomly ask for the records of an activity account when we get audited. I would suggest putting all the records (receipts, pay-in slips, copy of purchase orders, etc.) into a separate envelope for each fundraiser.