



Request To Conduct A Fundraiser

NOTE: SUBMIT THIS COMPLETED FORM ALONG WITH ALL OTHER APPLICABLE ITEMS, TO THE BOOKKEEPER. THE BOOKKEEPER WILL OBTAIN THE PRINCIPAL'S WRITTEN APPROVAL, CSFO/DESIGNEE APPROVAL AND RETURN A COPY TO YOU.

SCHOOL NAME _____

Teacher's Name _____ Vendor/Supplier for Fundraiser _____

Description of Item(s) to be Sold _____ Vendor Cost of Item (s) for Sale \$ _____

School Sales Price of Item(s) \$ _____ Estimated Profit \$ _____

Start Date _____ End Date _____
(Should not exceed four weeks)

Fundraiser Profit will be used for _____ Activity Account # to Receive Proceeds _____

Auditors require that the following items be turned in with this request:

_____ Completed Requisition/Purchase order which will be used to pay the vendor/supplier, if applicable.

_____ If fundraiser is being conducted by a club: **Submit documentation signed by club officers of Club, minutes where students voted and approved conducting the fundraiser. The fundraiser name, start date, end date, and purpose must be listed.**

_____ Copy of letter going home to parents. This is a letter to parents informing them of the fundraiser. State the beginning date and the end date, explain what is to be sold and how the money will be collected, what the money will be used for, etc. Have a place for the parent to sign the letter and return it to you. This is your back-up documentation in case there is a problem collecting money from the student.

By initialing, I certify here that I am aware of the following requirements of the State Auditors:

_____ I will not place an order of any kind until I have received an approved Purchase Order with a number on it from the bookkeeper.

_____ I must write a receipt from my receipt book and issue it to every student **as they turn in money**. The white copy goes to the student, the yellow copy stays in the receipt book.

_____ If I void a receipt, I will mark it "Void" and staple the white copy to the yellow copy in my receipt book.

_____ **I must complete a "Final Profit Report" and submit it to the bookkeeper within two weeks of the end of the fundraiser.**

I HAVE READ AND WILL FOLLOW THE DIRECTIONS OF THE MPS PROCEDURES FOR CONDUCTING A FUNDRAISER.

_____ I understand that the receipts in my receipt book must balance exactly with the total amount of money turned in to the bookkeeper, as well as the entries on my "Final Profit Report".

Teacher's Signature

Date

Approved _____ Disapproved _____

Principal's Signature

Date

Approved _____ Disapproved _____

CSFO Signature/Designee

Date