REVISED FUNDRAISER REQUEST PROCEDURES

* Any and all Fund Raisers must be pre-approved at the Central Services Office **prior** to any funds being collected and/or the event taking place.
	+ Completed form must be signed off on by all required parties, and will be returned back to the School/Group making the request.
	+ Type of fund raising activity can be:
		- Preorders from booklet/pamphlet
		- Cash sales
		- Online orders
	+ *Primary Purpose* must be specific – remember, no funds raised can be for the sole purpose of producing revenue.
	+ Company contact info needed for verification and/or follow-up purposes, if necessary.
* Once finalized, a purchase requisition must be entered into the system.  The requisition will be reviewed and approved as a purchase order. The payment to the vendor must be processed through Accounts Payable at the district level via an approved purchase order.

* All cash and/or funds collected must be turned into the appropriate school bookkeeper and deposited into the district’s operating account. Absolutely **no** cash collected can be spent to make any type of payment to employees, vendors, etc.
* If a fundraiser is cancelled or amended for any reason, please notify finance office immediately.