REQUEST FOR APPROVAL OF ORGANIZATION FUNDRAISER

(This approved, completed form, must be attached to all activity fund deposits)

- Send completed form to Finance Department prior to start of fundraiser.
- Attach any information you have on the vendor to this form. Upon approval/denial, a copy will be sent to Campus Secretary.

Campus: __________________________________________________________
Principal: __________________________________________________________
Organization: ______________________________________________________

Type of Activity or Product to be sold: __________________________________
Vendor: ____________________________________________________________
Estimated profit from this fundraiser: ________________________________
Profit to be used for: ________________________________________________
Dates: Beginning: _____________ Ending: _____________
This is the _1st___2nd___ fund-raising activity for this organization.
(Limit two per organization per calendar year)

Collection of sales tax (based on product sold): ________YES ________ NO

I have requested permission to conduct a fundraising activity, and I will be responsible for the accountability of all monies collected at the conclusion of the activity.

_________________________ ______________________
Signature of Sponsor Date

_________________________ ______________________
Signature of Principal Date

For Finance Department Use Only:

_________________________ ______________________
Finance Department Official Date

APPROVED ________ DENIED ________

FUND CODE: ______________________________________________________