

Northwest Independent School District

## Request for Fundraising Activity/Report of Fundraising

**Complete Part 1 and obtain approval from the Principal prior to beginning the fundraising activity.**

### Part I

Organization					Date	
School/Facility						
Product Line						
Company Name				Address		
Representative						
Phone Number				Fax Number		
Approved District Vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, contact the Purchasing Department to begin the approval process.						
1 <sup>st</sup> Choice of Date	2 <sup>nd</sup> Choice of Date	Time From	Time To	All Day <input type="checkbox"/> Yes	Lunch <input type="checkbox"/> Yes <input type="checkbox"/> No	
Funds will be used for						
Estimated Cost of Product		Other costs		Estimated Profit		
Sponsor/Organization Officer Name		Principal/Supervisor Name				
Sponsor/Organization Officer Signature		Principal/Supervisor Signature				

**Complete Part 2 when activity has been completed. Forward one copy to the Business Office.**

### Part II

<b>Receipts</b> (attach additional sheet, if needed)		
Date Deposited	Deposit Number	Amount Deposited
Date Deposited	Deposit Number	Amount Deposited
Date Deposited	Deposit Number	Amount Deposited
		Total Deposited
<b>Expenses</b> (bills, purchase orders, etc.)		
a. Amount	b. Amount	c. Amount
d. Amount	e. Amount	Total Expenses
<b>Actual Profit</b> (Receipts less Expenses)		Total Profit
If negative profit, explain.		
Sponsor/Organization Officer Name		Principal/Supervisor Name
Sponsor/Organization Officer Signature		Principal/Supervisor Signature

cc: Organization