

DEER PARK COMMUNITY CITY SCHOOLS SALES PROJECT / FUNDRAISER REQUEST

5830 F1/F3

Student Activity Group: _____

Fundraising Activity: _____

Dates:	Expected:	<i>Events Only</i> Total Estimated Revenue	<i>Sales Only</i> Sales Price per Unit
Start _____			
End _____		Total Estimated Expenses	Cost per Unit

Advisors: *Once this request is approved, make sure to turn in requisitions to your building secretary for any purchases required. If actual costs are not readily available, estimate. It is more important to have a purchase order before the invoice arrives, than to have the correct total on the requisition.*

Fundraiser Description: *Include description of fundraiser as well as the name of any vendors to be used.*

Activity Advisor's Signature	Date	Superintendent's Signature	Date
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Principal's Signature	Date	Treasurer's Signature	Date
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Complete Profit and Loss Statement after conclusion of fundraiser.

PROFIT AND LOSS STATEMENT

Revenues:

Items Sold	Number of Units Sold		Sales Price		Revenue
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
					Total Revenues
					Total Deposited with Treasurer
					<i>**Total of all Pay-ins**</i>

Expenses:

Description	P.O. #	Amount
		Total Expenses:
		Profit (Loss) {Revenue - Expenses}

Exceptions:

Quantity Unaccounted For (if revenues do not equal amount deposited with Treasurer)

Activity Advisor's Signature	Date	Superintendent's Signature	Date
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Principal's Signature	Date	Treasurer's Signature	Date
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