



REQUEST TO COLLECT FOR

Campus:		Date:	
Account Name:		Acct. #	
Sponsor Name:			
Beginning collection date:		Ending collection date:	
Items to be sold or event name & date [be detailed- e.g. Brochure sales: White Christmas Catalog, or Tickets to Six Flags for Concert on 8/1/18]:			
Who are you selling to or collecting money from?			
Vendor of goods sold:			
Vendor contact:		Phone:	
Vendor address:			
If taxable and eligible, count as a tax-free day?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Sales price per item (including tax, if applicable) or fee per person:		\$	
Is this a fundraiser?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If no, are you selling to just to cover your cost?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If a fundraiser, will there be incentive prizes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If there are incentive prizes, who will pay the cost?	<input type="checkbox"/> Proceeds	<input type="checkbox"/> Vendor	<input type="checkbox"/> N/A
If fundraiser, what is the Projected Percentage of Profit?	[use a percentage only –calculated from net sales minus fees, shipping, & incentives]		
What is the planned use of the funds?			

*I, the sponsor, certify that I will exercise strict control over all products in my possession and will remit all collections on a daily basis to the secretary/bookkeeper. I further certify that I reviewed and read the Lake Worth ISD Student Activity Fund Handbook. I will notify the Accounting Office promptly of all outstanding debts so that appropriate action may be taken. I realize that any losses due to my failure to follow established rules and procedures may become my personal responsibility.*

Sponsor's Signature	Date
Student Signature (865 accounts only - Required)	Date
Faculty Rep. Signature (865 Fac. Funds only - Required)	Date
Administrator's Signature/Approval	Date
CFO/Approval	Date

Request Denied -	Date
Reason -	

**Below for Business Office Use – Do not fill in.**

Sales type:	<input type="checkbox"/> Taxable	<input type="checkbox"/> Non-taxable	Tax Free day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Special Note:					
Final Report Due?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Final Report #:	Due:	