

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	ASC-Elementary Education	Site #	051
Account Name	Elementary Education	Project #	801

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

**HOLD BAGS-All funds not counted or picked up by the school courier for evening/weekend activities should use a hold bag, fill out a hold bag form and put in the bank night deposit. Check out hold bags and night deposit keys from your school financial secretary.**

**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Supplies	b.	Equipment & Repairs	c.	Travel expenditures
d.	Workshop and meeting expense	e.	Educational materials	f.	Books
g.	Ribbons, trophies and awards	h.	Subscriptions-online, magazine, newspapers, professional publications	i.	Camera, equipment, supplies and processing expense
j.	Contributions/donations	k.	Postage/freight/handling fees	l.	Artist in Residence
m.	Consultant Fees & Expenses	n.	Speakers Fees & Expenses	o.	Playground equipment and repairs
p.	Building materials & supplies	q.	Custodial Expenses	r.	Printing Expenses
s.	Maintenance of grounds	t.	Transportation & mileage expenses	u.	Transfer to other school activity accounts
v.	Registration dues, fees	w.	Contracted labor	x.	Furniture for classroom
y.	Computers, software, misc. computer related equipment & repairs	z.	Workshop/Meeting supplies, and refreshments	aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Clearing	Project #	802

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**Approved Expenditures List**

a.	Transfer to General fund	b.	Refunds	c.	Transfers to other school activity accounts
d.		e.		f.	
g.		h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Honor Choir (Formerly Elementary Music Festival Account)	Project #	803

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

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**Approved Expenditures List**

a.	Supplies	b.	Fund raising projects and expenses	c.	Festival expenses
d.	Refunds	e.	Transfer to other school activity accounts	f.	Clinician fees
g.	Piano tuning	h.	Sheet music	i.	CD recording
j.	Flowers and gifts	k.	T-shirts	l.	Photos/film and processing
m.	Video production	n.	Printing and supplies	o.	Dues, fees and registration
p.	Accompanist	q.	Food	r.	Equipment and repairs
s.	Awards & certificates	t.	Book magazine subscriptions	u.	Field trip expenses
v.	Refunds/Reimbursements	w.	Meeting expenses	x.	Scholarships & donations
y.	Speaker and/or consultant expenses	z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	School Activity Operations	Project #	805

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Transfers to other school activity accounts	b.	Service charges	c.	Bag charges
d.	Salaries & Benefits	e.	Misc. supplies, equipment and repairs	f.	Equipment Service Contract
g.	Refunds/reimbursements	h.	Contract labor	i.	Training expenses
j.	Dues & fees	k.	Office supplies	l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Miscellaneous	Project #	807

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**Approved Expenditures List**

a.	Revenues/expenditures for groups with no activity account	b.	Refunds	c.	Transfers to other school activity accounts
d.	Transfers to General Fund	e.	Other expenses at direction of Superintendent or Executive Director of Financial Services	f.	
g.		h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Child Nutrition	Site #	097
Account Name	Child Nutrition	Project #	808

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**Approved Expenditures List**

a.	Refreshments and supplies	b.	Flowers and gifts	c.	Office supplies
d.	Supplies for dinners	e.	Meeting expenses and supplies	f.	Refunds
g.	Contributions	h.	Transfer to other school activity accounts	i.	Care and upkeep of building and grounds
j.	Party/Decoration Expenses	k.	Marketing expenses	l.	Organizational membership Dues/Expenses/Fees
m.	Postage/Freight	n.	Office equipment	o.	Equipment rentals
p.	Equipment repairs	q.	Employee continuing education	r.	Conference fees & convention expenses
s.	Travel expenses	t.	Video/Camera equipment	u.	Contracted labor
v.	Rentals	w.	Printing expenses	x.	Uniforms
y.	Fundraising expenses	z.	Meeting expenses	aa.	Outside instruction/speaker
bb.	Refreshments, food, meals related to meetings	cc.	Plaques and awards	dd.	Scholarships
ee.	Warranties & maintenance agreements	ff.	Computers, software & supplies	gg.	Operational memberships/fees
hh.		ii.		jj.	
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nn.		oo.		pp.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Vista Academy	Site #	009
Account Name	Night School (High School Completion Account)	Project #	809

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**Approved Expenditures List**

a.	Salaries	b.	Educational supplies	c.	Office supplies
d.	Furniture and fixtures	e.	Conferences, workshops and expenses	f.	Refunds
g.	Refreshments	h.	Equipment	i.	Registration fees
j.	Publication and expenses	k.	Warehouse supplies	l.	Specialized supplies and materials and software
m.	Printing and binding for brochures, etc.	n.	Repairs and maintenance service for computer lab	o.	Postage and freight
p.	Prizes and awards	q.	Flowers and gifts	r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Petty Cash	Project #	811

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**Approved Expenditures List**

a.	Newspapers and magazines	b.	Freight and express charges	c.	Office supplies
d.	Postage	e.	Transfers to General Fund	f.	Refunds
g.	Transfers to other school activity accounts	h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Textbooks	Project #	813

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**Approved Expenditures List**

a.	Refunds and lost books	b.	Transfers to General Fund	c.	Transfer to other school activity accounts
d.		e.		f.	
g.		h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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kk.		ll.		mm.	
nn.		oo.		pp.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	ASC Security Account	Project #	814

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	District Security materials	b.	Guest speaker and expenses	c.	Workshop supplies and refreshments
d.	Special Projects and expenses	e.	Computer items	f.	Transportation and mileage
g.	Awards	h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
y.		z.		aa.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Technology	Site #	090
Account Name	Technology Coke	Project #	815

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

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**Approved Expenditures List**

a.	Refreshments	b.	Flowers and gifts	c.	Awards
d.	Misc. paper goods and supplies	e.	Meeting expenses	f.	Transfer to other school activity accounts
g.		h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Maintenance Coke (employee)	Project #	816

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**HOLD BAGS-All funds not counted or picked up by the school courier for evening/weekend activities should use a hold bag, fill out a hold bag form and put in the bank night deposit. Check out hold bags and night deposit keys from your school financial secretary.**

**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Refreshments and supplies	b.	Items for holiday dinners	c.	Flowers and gifts
d.	Office supplies	e.	Refunds	f.	Transfer to other school activity accounts
g.	Fundraising expense	h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Transportation Coke Account (employee)	Project #	817

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Refreshments	b.	Flowers and gifts	c.	Awards
d.	Supplies	e.	Expenses for meetings	f.	Refunds
g.	Transfer to other school activity accounts	h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Technology	Site #	090
Account Name	Center for Technology	Project #	818

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Supplies	b.	Equipment & Repairs	c.	Travel Expenditures
d.	Workshop & Meeting Expenses	e.	Educational Materials	f.	Books
g.	Contributions/Donations	h.	Postage/Freight/Handling Fees	i.	Consultant Fees/Travel Expenses/Per Diem
j.	Speaker Fees & Expenses	k.	Custodial Expenses	l.	Registration Dues & Fees
m.	Contract Labor	n.	Technician & Teacher Salaries	o.	Computers, Software, Misc. Computer Related Equipment & Repairs
p.	Workshop & Meeting Supplies	q.	Refreshments & Supplies	r.	Refunds & Reimbursements
s.	Stipend	t.	Transfer to Other School Activity Accounts	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	ASC	Site #	051
Account Name	Social Work	Project #	821

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Supplies	b.	Travel Expenditures	c.	Workshop and Meeting Expense
d.	Contributions/Donations	e.	Reimbursements	f.	Postage/freight/handling fees
g.	Building Materials and Supplies	h.	Printing expenses	i.	Transportation and Mileage Expenses
j.	Transfer to other school activity accounts	k.	Registration Dues/Fees	l.	Contracted Labor
m.	Workshop/Meeting Supplies and refreshments	n.	Medical/Dental Expenses	o.	Gifts
p.	Grocery Items	q.	Toiletries/Hygiene Items	r.	Clothing/Shoes
s.	Utilities	t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	ASC/Athletics	Site #	051
Account Name	Athletic	Project #	824

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Athletic awards, trophies and medals	b.	Athletic equipment and repairs	c.	Athletic workshops and clinics
d.	Banquet expenses	e.	Change for concession and gate	f.	Chenille letters
g.	Coach's expenses	h.	Communication expenses	i.	Concession supplies/equipment/appliances
j.	Contributions/Donations	k.	Dirt for ground	l.	Entry fees
m.	Film, tapes and processing	n.	Flowers	o.	Fund raising projects and expenses
p.	Insurance	q.	Letter jacket and expenses	r.	Maintenance and repairs
s.	Meals and lodging for athletics teams and coaches	t.	Medical supplies	u.	COAC/Metro Middle School Athletic Conference meals and expenses
v.	Mileage	w.	Miscellaneous supplies	x.	Office supplies
y.	Officials	z.	Penalty and cancellation expenses	aa.	Postage
bb.	Printing expenses	cc.	Professional books and magazines	dd.	Professional dues, conference dues, association dues and entry fees
ee.	Programs and expenses	ff.	Refunds/reimbursements	gg.	Rental expenses
hh.	Contract labor for athletic events and concessions	ii.	Commission (selling ads)	jj.	Scouting expenses
kk.	Security for athletic events	ll.	Speaker and expenses	mm.	Stipend workshop (bus driver registration fee)
nn.	Student scholarships	oo.	Supplies for Homecoming	pp.	Hospitality supplies/equipment/appliances
qq.	Telephone expenses	rr.	Transfer to other school activity accounts	ss.	Transportation and mileage expenses
tt.	T-shirts, shorts, misc. clothing items and uniforms	uu.	Gift certificates for tournament visiting coaches	vv.	Athletic committee preparation luncheon for each season (no more than 3 meeting)
ww.	Technology	xx.	Golf tokens/range fees	yy.	Golf tournaments

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	ASC/Athletics	Site #	051
Account Name	Athletic Fund Raiser	Project #	825

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

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**Approved Expenditures List**

a.	Athletic awards, trophies and medals	b.	Athletic equipment and repairs	c.	Athletic workshops and clinics
d.	Banquet expenses	e.	Change for concession and gate	f.	Chenille letters
g.	Coach's expenses	h.	Communication expenses	i.	Concession supplies/equipment/appliances
j.	Contributions/Donations	k.	Dirt for ground	l.	Entry fees
m.	Film, tapes and processing	n.	Flowers	o.	Fund raising projects and expenses
p.	Insurance	q.	Letter jacket and expenses	r.	Maintenance and repairs
s.	Meals and lodging for athletics teams and coaches	t.	Medical supplies	u.	COAC/Metro Middle School Athletic Conference meals and expenses
v.	Mileage	w.	Miscellaneous supplies	x.	Office supplies
y.	Officials	z.	Penalty and cancellation expenses	aa.	Postage
bb.	Printing expenses	cc.	Professional books and magazines	dd.	Professional dues, conference dues, association dues and entry fees
ee.	Programs and expenses	ff.	Refunds/reimbursements	gg.	Rental expenses
hh.	Contract labor for athletic events and concessions	ii.	Commission (selling ads)	jj.	Scouting expenses
kk.	Security for athletic events	ll.	Speaker and expenses	mm.	Stipend workshop (bus driver registration fee)
nn.	Student scholarships	oo.	Supplies for Homecoming	pp.	Hospitality supplies/equipment/appliances
qq.	Telephone expenses	rr.	Transfer to other school activity accounts	ss.	Transportation and mileage expenses
tt.	T-shirts, shorts, misc. clothing items and uniforms	uu.	Gift certificates for tournament visiting coaches	vv.	Athletic committee preparation luncheon for each season (no more than 3 meeting)
ww.	Technology	xx.	Golf tokens/range fees	yy.	Golf tournaments

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	ASC/Athletics	Site #	051
Account Name	Letter M	Project #	826

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Athletic awards, trophies and medals	b.	Athletic equipment and repairs	c.	Athletic workshops and clinics
d.	Banquet expenses	e.	Change for concession and gate	f.	Chenille letters
g.	Coach's expenses	h.	Communication expenses	i.	Concession supplies/equipment/appliances
j.	Contributions/Donations	k.	Dirt for ground	l.	Entry fees
m.	Film, tapes and processing	n.	Flowers	o.	Fund raising projects and expenses
p.	Insurance	q.	Letter jacket and expenses	r.	Maintenance and repairs
s.	Meals and lodging for athletics teams and coaches	t.	Medical supplies	u.	COAC/Metro Middle School Athletic Conference meals and expenses
v.	Mileage	w.	Miscellaneous supplies	x.	Office supplies
y.	Officials	z.	Penalty and cancellation expenses	aa.	Postage
bb.	Printing expenses	cc.	Professional books and magazines	dd.	Professional dues, conference dues, association dues and entry fees
ee.	Programs and expenses	ff.	Refunds/reimbursements	gg.	Rental expenses
hh.	Contract labor for athletic events and concessions	ii.	Commission (selling ads)	jj.	Scouting expenses
kk.	Security for athletic events	ll.	Speaker and expenses	mm.	Stipend workshop (bus driver registration fee)
nn.	Student scholarships	oo.	Supplies for Homecoming	pp.	Hospitality supplies/equipment/appliances
qq.	Telephone expenses	rr.	Transfer to other school activity accounts	ss.	Transportation and mileage expenses
tt.	T-shirts, shorts, misc. clothing items and uniforms	uu.	Gift certificates for tournament visiting coaches	vv.	Athletic committee preparation luncheon for each season (no more than 3 meeting)
ww.	Technology	xx.	Golf tokens/range fees	yy.	Golf tournaments

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Unallocated Interest	Project #	827

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Transfer to other school activity accounts	b.	Service charges	c.	Bag charges
d.		e.		f.	
g.		h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	ASC	Site #	051
Account Name	Moore Applause – Combined Students Fine Arts	Project #	828

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a “Request for Fund Raiser” application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Supplies	b.	Fundraising Projects & Expenses	c.	Musical Production Expenses
d.	Refunds/Reimbursements	e.	Transfer of Funds to Other Accounts	f.	Presenter Fees
g.	Equipment/Furniture/Repair	h.	Sheet Music	i.	Decoration Expenses
j.	CD Recording	k.	Flowers and Gifts	l.	T-Shirts
m.	Photos/Film/Processing	n.	Video Production	o.	Printing & Supplies
p.	Refreshments/Lunch & Misc. Food Items	q.	Field Trips & Expenses	r.	Postage
s.	Transportation & Mileage Expenses	t.	Awards	u.	Registration/Workshop Fees & Expenses
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Search Program	Project #	829

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

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**Approved Expenditures List**

a.	Fund raiser projects/expenses	b.	Prizes and awards	c.	Supplies, equipment & repairs
d.	Speaker & consultant expenses	e.	Filed trips & expenses	f.	Scholarships
g.	Books & subscriptions	h.	Flowers & gifts	i.	Rentals, film, etc.
j.	Contract labor	k.	Contribution/Donations	l.	Contest fees & dues
m.	Furniture & construction expenses	n.	Decorations & entertainment expenses	o.	Transportation/Mileage
p.	Program expenses	q.	Meeting expenses	r.	Refund/reimbursements
s.	Transfer to other school activity accounts	t.	Registration/Workshop fees and expenses	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Science Fair	Project #	830

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Awards, ribbons, trophies	b.	Gift for judges and/or helpers	c.	Postage
d.	Supplies	e.	Refreshments/lunch and misc. food items	f.	Printing expenses
g.	Transportation and mileage expenses	h.	Equipment, furniture and repairs	i.	Refunds/Reimbursements
j.	Transfer to other school activity accounts	k.	Registration	l.	Entry fees
m.	Replacement expense for stolen items in Science Fair projects	n.	Fund raising projects and expenses	o.	Field trips and expenses
p.	Contract labor	q.	Contributions/Donations	r.	Rental fees
s.	Presenter fees	t.	Travel expenses & mileage	u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Professional Development	Project #	831

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Constructional materials	b.	Workshop supplies and refreshments	c.	Equipment and repairs
d.	Trophies, prizes, and awards	e.	Office supplies	f.	Refunds/Reimbursements
g.	Transfers to other school activity accounts	h.	Presenter and expenses	i.	Registration fees
j.	Mileage for workshop participants	k.	Stipend for teachers	l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	ASC/Athletics	Site #	051
Account Name	Summer Recreation Program	Project #	832

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Athletic awards, trophies and medals	b.	Athletic equipment and repairs	c.	Athletic workshops and clinics
d.	Banquet expenses	e.	Change for concession and gate	f.	Chenille letters
g.	Coach's expenses	h.	Communication expenses	i.	Concession supplies/equipment/appliances
j.	Contributions/Donations	k.	Dirt for ground	l.	Entry fees
m.	Film, tapes and processing	n.	Flowers	o.	Fund raising projects and expenses
p.	Insurance	q.	Letter jacket and expenses	r.	Maintenance and repairs
s.	Meals and lodging for athletics teams and coaches	t.	Medical supplies	u.	COAC/Metro Middle School Athletic Conference meals and expenses
v.	Mileage	w.	Miscellaneous supplies	x.	Office supplies
y.	Officials	z.	Penalty and cancellation expenses	aa.	Postage
bb.	Printing expenses	cc.	Professional books and magazines	dd.	Professional dues, conference dues, association dues and entry fees
ee.	Programs and expenses	ff.	Refunds/reimbursements	gg.	Rental expenses
hh.	Contract labor for athletic events and concessions	ii.	Commission (selling ads)	jj.	Scouting expenses
kk.	Security for athletic events	ll.	Speaker and expenses	mm.	Stipend workshop (bus driver registration fee)
nn.	Student scholarships	oo.	Supplies for Homecoming	pp.	Hospitality supplies/equipment/appliances
qq.	Telephone expenses	rr.	Transfer to other school activity accounts	ss.	Transportation and mileage expenses
tt.	T-shirts, shorts, misc. clothing items and uniforms	uu.	Gift certificates for tournament visiting coaches	vv.	Athletic committee preparation luncheon for each season (no more than 3 meeting)
ww.	Technology	xx.	Golf tokens/range fees	yy.	Golf tournaments

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Elementary Guidance	Project #	835

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Novelty items for guidance program	b.	Supplies	c.	Games
d.	Refreshments and misc. food	e.	Equipment and repairs	f.	Trophies and awards
g.	Supplies for guidance week	h.	Workshop expenses	i.	Refunds/Reimbursements
j.	Transfers to other school activity accounts	k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Vista Academy	Site #	051
Account Name	Summer School Internet Based Program	Project #	836

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

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**Approved Expenditures List**

a.	Refunds/Reimbursements	b.	Educational materials	c.	Instructional salaries
d.	Workshop and conference expenses	e.	Supplies	f.	Furniture and fixtures
g.	Equipment and repairs	h.	Printing and binding	i.	Software
j.	Transfer to other school activity accounts	k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	MPS Special Olympics	Project #	838

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Athletic awards, trophies, medals	b.	Office Supplies	c.	Educational supplies
d.	Banquet decoration and organization fees and expenses	e.	Refreshments for events and miscellaneous supplies	f.	Registration dues for participation in events
g.	Uniforms and T-Shirts, and miscellaneous clothing items for competitions	h.	Meals and lodging for athletes	i.	Entry fees
j.	Printing expenses for banquets	k.	Refunds/Reimbursements	l.	Fund raising supplies and expenses
m.	Postage/freight/handling fees of ordered materials	n.	Sponsor Reimbursements	o.	Entertainment expenses
p.	Meals for staff	q.	Athletic equipment	r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Plaza Towers Tornado Fund	Project #	864

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy of the application form will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Classroom Supplies	b.	Furniture & Fixtures	c.	Equipment
d.	Computer Equipment & Software	e.	Publication & Printing Expenses	f.	Transfers to General Fund
g.	Other Expenses at the direction of the Superintendent of the Ex. Dir. of Finance	h.	Donations	i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Briarwood Tornado Fund	Project #	865

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy of the application form will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Classroom Supplies	b.	Furniture & Fixtures	c.	Equipment
d.	Computer Equipment & Software	e.	Publication & Printing Expenses	f.	Transfers to General Fund
g.	Other Expenses at the direction of the Superintendent or the Ex. Dir. of Finance	h.	Donations	i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Highland East Tornado Fund	Project #	866

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy of the application form will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Classroom Supplies	b.	Furniture & Fixtures	c.	Equipment
d.	Computer Equipment & Software	e.	Publication & Printing Expenses	f.	Transfers to General Fund
g.	Other Expenses at the direction of the Superintendent of the Ex. Dir. of Finance	h.	Donations	i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
y.		z.		aa.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	MOORE LOVE	Site #	051
Account Name	Donations	Project #	867

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy of the application form will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Expenses for relief efforts	b.	Donations	c.	Other expenses at the direction of the Superintendent or Chief Financial Officer
d.	Ribbons, Trophies, & Awards	e.	Printing Expenses	f.	Fundraising Projects & Expenses
g.	Refreshments/Meals	h.	Transportation Expenses	i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Summer Algebra Camp	Project #	876

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Teacher salary	b.	Supplies	c.	T-shirts
d.	Refunds/Reimbursements	e.	Refreshments	f.	Misc. Salaries/Presenter Fees
g.		h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Elementary Summer School	Project #	887

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

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**HOLD BAGS-All funds not counted or picked up by the school courier for evening/weekend activities should use a hold bag, fill out a hold bag form and put in the bank night deposit. Check out hold bags and night deposit keys from your school financial secretary.**

**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Salaries	b.	Warehouse supplies	c.	Teaching supplies
d.	Publication expenses	e.	Printing	f.	Postage
g.	Custodial services and supplies	h.	Refunds/Reimbursements	i.	Transfers to other school activity accounts
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Science Equipment	Project #	890

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Salaries	b.	Fundraising projects and expenses	c.	Supplies for class
d.	Office supplies	e.	Printing expenses	f.	Refunds/Reimbursements
g.	Transfer to other school activity accounts	h.	Postage	i.	Contributions/Donations
j.	Student registration	k.	T-shirts	l.	Rentals
m.	Awards, ribbons, trophies and certificates	n.	Supplies	o.	Mileage
p.	Field trips and expenses	q.	Refreshments	r.	Expenses for training science enrichment teachers
s.		t.		u.	
.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Health Instructional Services	Project #	910

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	CPR instructional materials and manuals	b.	CPR shields/products and repairs	c.	First aid instructional materials
d.	First aid kits/products	e.	Bloodborne pathogen instructional materials	f.	Participant manuals/first aid
g.	Course completion cards	h.	Manikins/supplies	i.	Software
j.	Videos	k.	Miscellaneous supplies for classes	l.	Refreshments
m.	Awards	n.	Participant rewards	o.	
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Indian Education	Project #	916

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

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**Approved Expenditures List**

a.	Fundraiser Projects/Expenses	b.	Field trips & expenses	c.	Refunds/Reimbursements
d.	Transportation & mileage costs	e.	Transfers to other school activity accounts	f.	Entertainment costs/decorations
g.	Refreshments & misc. food items	h.	Contributions/donations	i.	Communication expenses
j.	Supplies	k.	Registration fees	l.	Consultant expenses
m.	Technology	n.	Contract labor	o.	Graduation expenses
p.	Classroom supplies	q.	Summer Program	r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	ASC	Site #	051
Account Name	Summer Read MOORE Book Bus	Project #	919

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Awards/prizes	b.	Books	c.	Transfers
d.	Donations	e.	Furniture/Fixtures	f.	Office supplies
g.	Auto repairs	h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
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qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Vista Academy	Site #	009
Account Name	Internet Based Program	Project #	922

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Salaries	b.	Educational supplies	c.	Office supplies
d.	Furniture and fixtures	e.	Conference and workshop expenses	f.	Refunds/Reimbursements
g.	Equipment and repairs	h.	Registration fees	i.	Publication expenses
j.	Warehouse supplies	k.	Specialized supplies and materials	l.	Software
m.	Printing and binding brochures, etc.	n.	Repairs and maintenance service for computer lab	o.	Postage and freight
p.	Prizes and awards	q.	Flowers and gifts	r.	Transfers to other school activity accounts
s.	Supplies	t.		u.	
.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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qq.		rr.		ss.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Vista Academy	Site #	009
Account Name	Night School Coke (student code acct.)	Project #	941

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Refreshments	b.	Flowers and gifts	c.	Supplies
d.	Equipment and repairs	e.	Registration fees	f.	Furniture and fixtures
g.	Conference and workshop expenses	h.	Refunds/Reimbursements	i.	Transfers to other school activity accounts
j.	Salaries for bus drivers	k.	Transportation and expenses/Gasoline for buses	l.	Repairs and maintenance for computer lab
m.	Postage and freight	n.	Prizes and awards	o.	Printing
p.	Publication	q.	T-shirts and other clothing items	r.	Care and upkeep of building and grounds
s.	Fundraising projects and expenses	t.		u.	
.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	VISTA	Site #	009
Account Name	STUDENT ID	Project #	975

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

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**Approved Expenditures List**

a.	Postage & Freight	b.	Specialized Supplies & Materials i.e. Badges, Lanyards, Printer Ink	c.	Transfers to/from Night School & IBI Accounts
d.	Transfers to other school activity accounts	e.		f.	
g.		h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
y.		z.		aa.	
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qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Secondary Summer School (grade 09-12)	Project #	976

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Salaries	b.	Warehouse supplies	c.	Teaching supplies
d.	Publication expenses	e.	Printing	f.	Postage
g.	Custodial service and supplies	h.	Refunds/Reimbursements	i.	Transfers to other school activity accounts
j.	Security expenses	k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
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qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Summer Band	Project #	977

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Salaries	b.	Warehouse supplies	c.	Teaching supplies
d.	Publication expenses	e.	Printing	f.	Postage
g.	Custodial service and expenses	h.	Music and supplies	i.	Tapes, DVD's, VCR's and recorded music
j.	Camera, equipment, supplies and processing expenses	k.	Equipment repair	l.	Refunds/Reimbursements
m.	Transfer to other school activity accounts	n.		o.	
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
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qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Summer Drivers' Education	Project #	978

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Salaries	b.	Postage	c.	Warehouse supplies
d.	Teaching supplies	e.	Publication expenses	f.	Printing
g.	Refunds/Reimbursements	h.	Transfers to other school activity accounts	i.	Custodial service and supplies
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Secondary Summer School (Jr. High)	Project #	984

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Salaries	b.	Warehouse supplies	c.	Teaching supplies
d.	Publications	e.	Printing	f.	Postage
g.	Custodial service and supplies	h.	Refunds/Reimbursements	i.	Transfers to other school activity accounts
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	VISTA Academy	Site #	009
Account Name	VISTA Teacher Coke	Project #	997

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

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**Approved Expenditures List**

a.	Refreshments	b.	Flowers, gifts, prizes and awards	c.	Equipment, furniture and fixtures
d.	Conference and workshop expenses	e.	Registration fees	f.	Transfer to other school activity accounts
g.	Postage and freight	h.	Printing and publication expenses	i.	Supplies
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Administrative Service Center	Site #	051
Account Name	Fine Arts	Project #	998

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Professional fees	b.	Equipment and repairs	c.	Decorations
d.	Refreshments	e.	Fund raising projects & expenses	f.	Prizes & awards
g.	Postage/Freight	h.	Classroom supplies	i.	Books, magazine subscriptions
j.	Contest fees & dues	k.	Contract labor	l.	Decoration expenses
m.	Field trip expenses	n.	Meeting expenses	o.	Program expenses
p.	Refunds/Reimbursements	q.	Scholarships & Donations	r.	Speaker &/or consultant expenses
s.	Transfers to other school activity accounts	t.	Flowers & gifts	u.	Registration/Workshop fees and expenses
.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	