

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Academic Team	Project #	846

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.	Fund raising projects and expenses	b.	Supplies	c.	Postage and freight
d.	Awards and trophies	e.	Banquet and party expenses	f.	Refreshments
g.	Contest and entry fees	h.	Contributions and donations	i.	Camera, supplies and processing expenses
j.	Test questions	k.	Equipment maintenance	l.	Buzzer systems
m.	Refunds/Reimbursements	n.	Transfers to other school activity accounts	o.	Computer software, equipment and supplies
p.	Transportation and mileage expenses	q.	Field trips and expenses	r.	Meals and expenses
s.	Custodial expenses	t.	CDL License	u.	Fundraising projects & expenses
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Band	Project #	853

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.	Contest and entry fees	b.	Music	c.	Band accessories, equipment and supplies
d.	Records and tapes	e.	Office supplies, equipment and repairs	f.	Programs
g.	Trophies, plaques and awards	h.	Transportation and mileage costs	i.	Clinic fees and expenses/clinicians
j.	Fund raising projects and expenses	k.	Scholarships	l.	Postage
m.	Band uniforms, clothing items, and cleaning expenses	n.	Field trips and expenses	o.	Band festival expenses
p.	Parties and expenses	q.	Band jackets	r.	Convention and workshop expenses
s.	Speakers, accompanist and expenses	t.	Professional organization school membership fee	u.	Refunds/Reimbursements
v.	Transfers to other school activity accounts	w.	Donations/Contributions	x.	Computer equipment, supplies and software
y.	Care and upkeep of buildings and grounds	z.	<u>Instruments</u>	aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Cheerleaders	Project #	862

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.	Party expenses	b.	Flowers and gifts	c.	Decorating supplies
d.	Pins, ribbons and awards	e.	Miscellaneous supplies	f.	Judges, fees and expenses
g.	Clinic fees and expenses	h.	Transportation and mileage costs	i.	Uniforms, and other clothing items
j.	Fund raising projects and expenses	k.	Expenses for speakers and assemblies	l.	Postage and freight
m.	Equipment	n.	Refunds/Reimbursements	o.	Transfers to other school activity accounts
p.	Meals, lodging and expenses	q.	CDL License	r.	Computer equipment, supplies and software
s.	Care and upkeep or building and grounds	t.	Contest and entry fees	u.	Donations
v.	Coaching Fee	w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Chorus	Project #	863

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 raising projects and expenses	b.	Field trips and expenses	c.	Music and accessories
d.	Supplies	e.	Transportation, mileage costs and lodging expenses	f.	Contest and entry fees
g.	Awards	h.	Flowers and gifts	i.	Programs and tickets
j.	Banquet and party expenses	k.	Choir dresses, blazers, sweaters and other clothing items	l.	Salaries
m.	Equipment, supplies and repairs	n.	Decoration for concerts and musicals	o.	Tapes, books, records, cassettes, DVDs and disks
p.	Piano tuning expenses	q.	Judges fees	r.	Membership dues
s.	Film and processing	t.	Accompanist and expenses	u.	Postage
v.	Choreography	w.	Computer equipment, programs, and CDL license	x.	Convention expenses
y.	Camp fees	z.	Uniforms/costumes/purchases/repairs and cleaning	aa.	Refunds/Reimbursements
bb.	Transfers to other school activity accounts	cc.	Speakers	dd.	<u>Donations</u>
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Home Economics	Project #	911

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.	Equipment and repairs	b.	Supplies	c.	Gifts and awards
d.	Fund raising projects and expenses	e.	Field trips and expenses	f.	Magazines and pattern books
g.	Food for labs	h.	Transportation and mileage costs	i.	Guest speakers and expenses
j.	Refunds/Reimbursements	k.	Transfers to other school activity accounts	l.	Computer equipment and supplies
m.	Donations/Contributions	n.	Care and upkeep of buildings and grounds	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	Highland East Junior High	Site #	650
Account Name	Library	Project #	925

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.	Books and magazines	b.	Certificates and pins	c.	Library supplies
d.	Film, rental, DVDs and videos	e.	Material and prizes for Library Week	f.	Membership dues
g.	Transportation and mileage costs	h.	Cassettes and tapes	i.	Equipment and repairs
j.	Refreshments	k.	Library furniture	l.	Postage and freight
m.	Fund raising projects and expenses	n.	Book fairs	o.	Expenses for speakers and assemblies
p.	Miscellaneous supplies	q.	Awards and gifts	r.	Computer supplies
s.	Refunds/Reimbursements	t.	Transfers to other school activity accounts	u.	Donations/Contributions
v.	Care and upkeep of buildings and grounds	w.	Registration and memberships	x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	National Junior Honor Society	Project #	937

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.	Field trips and expenses	b.	Supplies	c.	Awards and gifts
d.	Membership dues	e.	Induction supplies	f.	Jewelry
g.	Fund raising projects and expenses	h.	Transportation and mileage costs	i.	Supplies and labor expenses for induction and reception
j.	Refreshments	k.	Flowers and gifts	l.	Picnic expenses
m.	Programs	n.	Books	o.	Parties and expenses
p.	Contributions/Donations	q.	Registration fees	r.	Convention expenses
s.	Film and processing	t.	Expenses for speakers and assemblies	u.	Postage
v.	Refunds/Reimbursements	w.	Transfers to other school activity accounts	x.	Computer supplies
y.	Community projects and expenses	z.	Care and upkeep of buildings and grounds	aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Jr. High	Site #	650
Account Name	NJHS State Convention	Project #	938

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.	Meals, Refreshments	b.	Speaker fees & expenses	c.	Supplies
d.	Awards, gifts	e.	Meeting room expenses	f.	Shirts/clothing items
g.	Refunds	h.	Printing & program expenses	i.	Transportation
j.	Postage	k.	Fundraising projects & expenses	l.	Field trips
m.	Funds to next hosting school	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	Highland East Junior High	Site #	650
Account Name	Newspaper	Project #	939

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.	Newspaper publications and supplies	b.	Camera supplies	c.	Transportation and mileage costs
d.	Subscriptions	e.	Flowers and gifts	f.	Computers and supplies
g.	Fund raising projects and expenses	h.	Awards	i.	Equipment and repairs
j.	Supplies	k.	Refreshments and party expenses	l.	Postage
m.	Refunds/Reimbursements	n.	Transfers to other school activity accounts	o.	Field trips and expenses
p.	Cameras and video equipment	q.	Donations/Contributions	r.	Care and upkeep of buildings and grounds
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Pep Club/Spirit Club	Project #	948

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.	Membership dues	b.	Clinic expenses	c.	Fund raising projects and expenses
d.	Awards	e.	Uniforms	f.	Supplies
g.	Film and processing	h.	Parties and banquets	i.	Equipment and repairs
j.	Gifts	k.	Cleaning of uniforms	l.	Postage
m.	Field trips and expenses	n.	Transportation and mileage costs	o.	Contest expenses
p.	Refunds/Reimbursements	q.	Transfers to other school activity accounts	r.	CDL license
s.	Computer equipment and supplies	t.	Donations/Contributions	u.	Care and upkeep of buildings and grounds
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Pom Squad	Project #	949

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Approved Expenditures List

a.	Party expenses	b.	Flowers and gifts	c.	Decorating supplies
d.	Pins, ribbons, awards	e.	Miscellaneous supplies	f.	Judges fees and expenses
g.	Clinic fees and expenses	h.	Transportation and mileage costs	i.	Uniforms and other clothing items
j.	Fundraising projects and expenses	k.	Speakers and assemblies	l.	Postage and freight
m.	Equipment	n.	Refunds and reimbursements	o.	Transfers to other school activity accounts
p.	Meals, lodging and expenses	q.	CDL License	r.	Computer equipment, supplies and software
s.	Care and upkeep of building and grounds	t.	Contest entry fees	u.	Donations
v.	Coaching fees	w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Robotics	Project #	951

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.	Fund raising projects and expenses	b.	Supplies	c.	Refreshments
d.	Contest and entry fees	e.	Refunds/reimbursements	f.	Computer software, equipment and supplies
g.	Field trips and expenses	h.	Transportation and mileage expenses	i.	Membership dues
j.	Awards and gifts	k.	Transfer to other school activity accounts	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	Highland East Junior High	Site #	650
Account Name	Secondary Coke Account	Project #	957

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.	School supplies, equipment and repair	b.	Field trips and expenses	c.	Freight and postage
d.	Medals awards, trophies and flowers	e.	Machine rental and maintenance expenses	f.	Shirts, uniforms, etc.
g.	Transportation and mileage	h.	School furniture, office furniture and supplies	i.	Contributions/Donations
j.	Staff materials and expenses	k.	Books and subscriptions	l.	Group socials, meetings and workshop expenses
m.	Office supplies	n.	Contracted services	o.	Registration and contest fees
p.	Telephone expenses	q.	Custodial supplies	r.	Memberships to organizations
s.	Refreshments and/or meals for activities	t.	Materials for school grounds	u.	Refunds/Reimbursements
v.	Transfers to other school activity accounts	w.	CDL license	x.	Computer equipment, software and supplies
y.	Fundraising projects and expenses	z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Science Club	Project #	961

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.	Field trips and expenses	b.	Equipment and repairs	c.	Parties and expenses
d.	Transportation and mileage costs	e.	Contest prizes	f.	Membership dues
g.	Film and developing	h.	Guest speakers and expenses	i.	Science Fair and expenses
j.	Science Olympics and expenses	k.	Science projects	l.	Supplies
m.	Postage	n.	Awards and gifts	o.	Fund raising projects and expenses
p.	Contributions/Donations	q.	Refunds/Reimbursements	r.	Transfers to other school activity accounts
s.	CDL license	t.	Care and upkeep of buildings and grounds	u.	Computer equipment and supplies
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Special Education	Project #	965

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.	Fund raising projects and expenses	b.	Books	c.	Supplies
d.	Decorations and party expenses	e.	Gifts and awards	f.	Equipment and repairs
g.	Transportation and mileage	h.	Field trips and expenses	i.	Refund/Reimbursements
j.	Transfers to other school activity accounts	k.	Special Olympics expenses	l.	Computer equipment and supplies
m.	CDL license	n.	Speakers and expenses	o.	Meals and expenses
p.	Donations/Contributions	q.	Care and upkeep of buildings and grounds	r.	Uniforms
s.		t.		u.	
v.		w.		x.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Student Council	Project #	973

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.	Tickets	c.	Film rental
d.	Field trips and expenses	e.	Awards and gifts	f.	Contributions/Donations
g.	Entertainment expenses	h.	Equipment and repairs	i.	Flowers
j.	School landscaping supplies	k.	Fund raising projects and expenses	l.	Membership dues
m.	School improvement equipment	n.	Leadership workshop and convention expenses	o.	Expenses for assemblies and speakers
p.	Expenses for banquet and parties	q.	Camera supplies and photo service	r.	Transportation and mileage costs
s.	Community projects and expenses	t.	Refunds/Reimbursements	u.	Transfers to other school activity accounts
v.	CDL license	w.	Meals and expenses	x.	Postage, shipping and handling expenses
y.	Computer, supplies and software	z.		aa.	
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ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Student Store	Project #	974

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.	School supplies, equipment and repairs	b.	Field trips and expenses	c.	Student store supplies
d.	Freight and postage	e.	Student store employee salaries	f.	Medals, trophies, awards and flowers
g.	Machine rental and maintenance	h.	Expenses for meetings and workshops	i.	Shirts, jackets, etc.
j.	Transportation and mileage costs	k.	School furniture, office furniture and supplies	l.	Contributions/Donations
m.	Staff development materials and expenses	n.	Books and subscriptions	o.	Group socials
p.	Office supplies	q.	Contracted services	r.	Registration and contest fees
s.	Student identification expenses	t.	Telephone expenses	u.	Custodial supplies
v.	Guest speakers fees and expenses	w.	Memberships to organizations	x.	Refreshments and/or meals for activities
y.	Materials for school grounds	z.	Printing and expenses	aa.	Refunds/Reimbursements
bb.	Transfers to other school activity accounts	cc.	CDL license	dd.	Tutoring (Teacher Salary)
ee.	Fund raisers and expenses	ff.	Operation of building and grounds	gg.	Contracted labor
hh.	Computer equipment, software and supplies	ii.	Uniforms	jj.	Videos and DVD's
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Technology Student Association	Project #	982

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.	Field trips and expenses	b.	Equipment & Repairs	c.	Party Expenses
d.	Transportation	e.	Substitutes	f.	Registration Fees
g.	Membership Fees	h.	Fundraising Expenses	i.	Supplies
j.	Reimbursements/Refunds	k.	Donations	l.	Transfer
m.	Awards & Gifts	n.	Rental Fees	o.	Care and upkeep of buildings and grounds
p.	Printing	o.	T-Shirts		
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Writing Club	Project #	992

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.	Supplies	b.	Fund raising projects and supplies	c.	Fees and expenses for guest
d.	Dues and membership	e.	Conferences, workshops	f.	Convention registration fees
g.	Transportation and mileage	h.	Meals and lodging	i.	T-shirts, sweatshirts, patches
j.	Care and upkeep of buildings and grounds	k.	Banquet, parties and expenses	l.	Meeting and refreshment expenses
m.	Decorations, flowers, and gifts	n.	Contest expenses and entry fees	o.	Judging fees and expenses
p.	Contest prizes and awards	q.	Ribbons, pins, plaques, trophies, scholarships	r.	Publishing supplies and expenses
s.	Postage, shipping and handling expenses	t.	Copying and printing expenses	u.	Programs, tickets, invitations
v.	Equipment and repairs	w.	Books, CD's, DVD's, and magazine subscriptions	x.	Camera, film and processing
y.	Scrapbook and supplies	z.	Contributions/Donations	aa.	Rental fees
bb.	Custodial expenses	cc.	Refunds/Reimbursements	dd.	Transfers to other school activity accounts
ee.	Furniture	ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Highland East Junior High	Site #	650
Account Name	Yearbook	Project #	993

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.	Yearbook publications	b.	Camera supplies and photo service	c.	Membership dues
d.	Transportation and mileage costs	e.	Subscriptions	f.	Flowers and gifts
g.	Refreshments and meals	h.	Computer hardware, software, accessories	i.	Fund raising projects and expenses
j.	Awards	k.	Equipment and repairs	l.	Postage and freight
m.	Supplies	n.	Party expenses	o.	Refunds/Reimbursements
p.	Transfers to other school activity accounts	q.	Camera , equipment and photo supplies	r.	Field trips and expenses
s.	Furniture and repairs	t.	CDL license	u.	Donations/Contributions
v.	Care and upkeep of buildings and grounds	w.	Printer and supplies	x.	
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