

## Highland West Junior High School Activity Accounts

<b>Account Name</b>	<b>Project Number</b>	<b>Unit</b>
Academic Club	847	655
Art Club	851	655
Band	853	655
Archery	856	655
Chorus	863	655
Faculty	889	655
Home Economics	911	655
Library	925	655
National Junior Honor Society	937	655
Pep Club	947	655
Robotics	951	655
Science Club	961	655
Special Education	965	655
Student Council	973	655
Student Store	974	655
Yearbook	993	655

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Highland West Junior High	Site #	655
Account Name	Academic	Project #	847

**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.	Entry and registration fees	b.	Refreshments	c.	Shirts
d.	Supplies	e.	Film, Camera and supplies	f.	Field trip and expensess
g.	Trophies, plaques, and awards	h.	Transportation and mileage costs	i.	Flowers
j.	Printing and expenses	k.	Computer software	l.	Transfers to other school activity accounts
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	Highland West Junior High	Site #	655
Account Name	Art	Project #	851

**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 receipts 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.	Supplies	b.	Projects and expenses	c.	Refreshment expenses
d.	Postage and freight	e.	Books, subscriptions	f.	Equipment and repairs
g.	Film and processing	h.	Flowers and gifts	i.	Speaker and expenses
j.	Refunds/Reimbursements	k.	Transfer to other school activity accounts	l.	T-Shirts
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 West Junior High	Site #	655
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.	Band accessories and supplies	c.	Trophies and plaques
d.	Music	e.	Cleaning of band uniforms	f.	Field trips and expenses
g.	Clinic expenses	h.	Programs and expenses	i.	Fund raising projects and expenses
j.	Band festival expenses	k.	Equipment and repairs	l.	Party expenses
m.	Transportation and mileage costs	n.	Band jackets, uniforms, shirts	o.	Scholarships for band camp
p.	Refunds/Reimbursements	q.	Transfers to other school activity accounts	r.	Refreshments
s.	Supplies to maintain and repair instrument storage units	t.	Teacher Educational Clinic Expenses	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	HIGHLAND WEST JR. HIGH	Site #	655
Account Name	ARCHERY	Project #	856

**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.	Fees	b.	T-Shirts	c.	Supplies
d.	Registration	e.	Equipment	f.	Refreshments/Meals
g.		h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Highland West Junior High	Site #	655
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.	Music and accessories	b.	Contest and entry fees	c.	Judges fees and expenses
d.	Field trips and expenses	e.	Supplies	f.	Flowers, gifts and awards
g.	Blazers, sweaters, patches, etc.	h.	Programs, tickets and banquet expenses	i.	Choir dresses, uniforms, t-shirts and cleaning expenses
j.	Accompanist and expenses	k.	Fund raising projects and expenses	l.	Transportation and mileage costs
m.	Donations for concerts/Contributions	n.	CD's, DVD's and recording expenses	o.	Equipment and repairs
p.	Contracted services	q.	Postage	r.	Refunds/Reimbursements
s.	Transfers to other school activity accounts	t.	Refreshments, meals, misc food	u.	Speakers and expenses
v.	Guest conductor and clinician expenses	w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Highland West Junior High	Site #	655
Account Name	Faculty	Project #	889

**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.	Lunches	b.	Flowers and gifts	c.	Refreshments, parties and expenses
d.	Miscellaneous supplies	e.	Refunds/Reimbursements	f.	Transfers to other school activity accounts
g.	Fundraising Projects & Expenses	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	Highland West Junior High	Site #	655
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.	Magazines and pattern books	f.	Refunds/Reimbursements
g.	Transfer to other school activity accounts	h.		i.	
j.		k.		l.	
m.		n.		o.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Highland West Junior High	Site #	655
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.	Library supplies	b.	Books and magazines	c.	NJHS service project expenses
d.	Equipment	e.	Flowers, awards and prizes	f.	Refreshments
g.	Refunds/Reimbursements	h.	Transfer to other school activity accounts	i.	Fund raising projects and expenses
j.	Book fair and expenses	k.	Registration	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 West Junior High	Site #	655
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.	Programs and expenses	b.	Field trips and expenses	c.	Supplies
d.	Membership dues and fees	e.	Local, state, and national convention expenses	f.	Contribution/Donations
g.	Plaques, awards, flowers and gifts	h.	Books	i.	Jewelry
j.	Registration fees for local, state, and national conventions	k.	Transportation and mileage expenses	l.	Refreshments, parties and expenses
m.	State Honor Society expenses for convention week	n.	Expenses for teacher appreciation "week"	o.	Fund raising projects and expenses
p.	Reimbursements	q.	Transfers to other school activity accounts	r.	Camera, equipment, supplies and processing expenses
s.	Shirts and t-shirts	t.	Care and upkeep of building and grounds	u.	Service project expenses
v.	Postage	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	Highland West Junior High	Site #	655
Account Name	Pep Club	Project #	947

**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.	Banquet expenses	b.	Clinic and camp expenses	c.	Awards, flowers and gifts
d.	Booster pins, ribbons and emblems	e.	Cheerleader judges and expenses	f.	Pom Pons
g.	Supplies	h.	Jewelry	i.	Camera, supplies, and processing expenses
j.	Fund raising project and expenses	k.	Uniforms, t-shirts and cleaning expenses	l.	Refreshments/Meals
m.	Transportation and mileage expenses	n.	Medical and first aid supplies	o.	Refunds/Reimbursements
p.	Transfers to other school activity accounts	q.	Choreographer and fees	r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Highland West Junior High	Site #	655
Account Name	Robotics	Project #	951

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**Approved Expenditures List**

a.	Entry & registration fees	b.	Refreshments	c.	Shirts
d.	Fundraisers	e.	Supplies	f.	Field trip expenses
g.	Awards	h.	Transportation & mileage cost	i.	Printing & expenses
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	Highland West Junior High	Site #	655
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.	Supplies	c.	Party supplies, refreshments and expenses
d.	Transportation and mileage expenses	e.	Flowers and gifts	f.	Fund raising projects and expenses
g.	Refunds/Reimbursements	h.	Transfer to other school activity accounts	i.	T-shirts
j.	Printing and expenses	k.	Camera, supplies and processing expenses	l.	Guest speakers and expenses
m.	Books/Magazines	n.		o.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Highland West Junior High	Site #	655
Account Name	Special Education Account	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**.

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**Approved Expenditures List**

a.	Entry fee	b.	Uniforms, t-shirts	c.	Entry fees for CBI
d.	Supplies	e.	Refreshments/Meals	f.	Decorations and party expenses
g.	Flowers, gifts and awards	h.	Contribution/Donations	i.	Camera, supplies, and processing expenses
j.	Transfer to other school activity accounts	k.	Disc Jockey and music	l.	Field trip and expenses
m.	Special Olympic expenses	n.	Fundraising projects, expenses & activities	o.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Highland West Junior High	Site #	655
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**.

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**Approved Expenditures List**

a.	Flowers and gifts	b.	Supplies	c.	Booster pins and posters
d.	School landscaping supplies	e.	Plaques and awards	f.	Fund raising projects and expenses
g.	Membership dues	h.	Parties and expenses	i.	Assembly and speaker expenses
j.	Equipment and repairs	k.	Convention expenses	l.	Camera, supplies and processing expenses
m.	Mascot costume	n.	Transportation and mileage expenses	o.	Refunds/Reimbursements
p.	Transfers to other school activity accounts	q.	Shirts and t-shirts	r.	Refreshments/Meals
s.	Donations	t.		u.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Highland West Junior High	Site #	655
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**.

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**Approved Expenditures List**

a.	Supplies for student store	b.	Student store employee salaries	c.	Professional meetings and trips
d.	Classroom supplies	e.	Machine rental	f.	Flowers and gifts
g.	Trophies, plaques and awards	h.	Transportation and mileage expenses	i.	Equipment and repairs
j.	Books and subscriptions	k.	Office supplies, furniture and fixtures	l.	Teacher in-service expenses
m.	Postage and freight	n.	Telephone expenses	o.	Custodial supplies
p.	Contributions/Donations	q.	Group social expenses and decorations	r.	Registration and contest fees
s.	Expenses for assemblies and speakers	t.	Landscape expenses	u.	Refunds/Reimbursements
v.	Transfer to other school activity accounts	w.	Coach's fees	x.	Contract services
y.	Security expenses	z.	Tutoring (Teacher Salary)	aa.	T-shirts and other clothing
bb.	CDL license for activity sponsors	cc.	Dues and fees	dd.	Operation of building expenses
ee.	Care and upkeep of grounds	ff.	Fund raisers and expenses	gg.	
hh.	Refreshment/Meals	ii.		jj.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Highland West Junior High	Site #	655
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**.

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**Approved Expenditures List**

a.	Yearbook supplies and publication	b.	Camera, equipment, supplies and processing expenses	c.	Membership dues
d.	Fund raising projects and expenses	e.	Transportation and mileage expenses	f.	Awards and gifts
g.	Equipment and repairs	h.	Postage	i.	Yearbook clinic and workshop expenses
j.	Shirts and t-shirts	k.	Computer supplies, software, equipment and accessories	l.	Refunds/Reimbursements
m.	Transfers to other school activity accounts	n.	Subscriptions	o.	Party expenses
p.	Refreshments/Meals	q.	Supplies	r.	
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