

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
Account Name	Academic Club	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.	Fundraising projects and expenses	b.	Supplies	c.	Postage
d.	Field trips and expenses	e.	Awards and trophies	f.	Club and organization dues
g.	Transportation and mileage costs	h.	Banquets, parties and expenses	i.	Refreshments
j.	Flowers and gifts	k.	Contests and entry fees	l.	Guest speakers and expenses
m.	Conventions and expenses	n.	Contributions and donations	o.	Film and processing
p.	Scrapbook	q.	T-shirts	r.	Refunds
s.	Transfers to other school activity accounts	t.	Officials for competition	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
Account Name	Art Club	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 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.	Fund raising projects and expenses	b.	Meeting and refreshments expenses	c.	Membership dues, pins and patches
d.	Speaker and expenses	e.	Award, prizes and scholarships	f.	Dues and convention expenses
g.	Registration fees and administration fees	h.	Film and processing, slide productions	i.	Banquet and party expenses
j.	Contest fees and expenses	k.	Tickets	l.	Postage and freight
m.	Supplies	n.	Records, books, magazines and subscriptions	o.	Printing and expenses
p.	Contributions/donations	q.	Workshop and clinic expenses	r.	Homecoming expenses
s.	Equipment, repairs and tools	t.	Transportation and mileage costs	u.	Meal and expenses
v.	T-shirts	w.	Flowers and gifts	x.	Artist in Residence
y.	Refunds/Reimbursements	z.	Transfers to other school activity accounts	aa.	Equipment and repairs
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
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, music and supplies	c.	Awards and scholarships
d.	Clinic expenses and clinicians	e.	Fundraising and expenses	f.	Equipment and repairs
g.	Transportation and mileage costs	h.	Judging fees and expenses	i.	Membership dues
j.	Instruments	k.	Parties and expenses	l.	Accompanist expenses
m.	Convention expenses	n.	Refunds	o.	Transfers to other school activity accounts
p.	Programs/printing expenses	q.	Computer, supplies and software	r.	Furniture for band room
s.	Uniforms/t-shirts and accessory items	t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
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.	Club and organization dues	b.	Clinic expenses	c.	Fundraising projects and expenses
d.	Pins, ribbons, emblems and awards	e.	Uniforms, accessories, and cleaning	f.	Supplies
g.	Film and processing	h.	Banquets, parties and expenses	i.	Equipment and repairs
j.	Awards, prizes and gifts	k.	Printing expenses and supplies	l.	Pep assembly supplies
m.	Contributions and donations	n.	Judging fees, tryout expenses and expenses	o.	Spirit sales (ribbons, stickers, etc.)
p.	Transportation and mileage costs	q.	Refunds	r.	Transfers to other school activity accounts
s.	Contest and entry fees	t.	Coaches fee	u.	Choreography and music expenses
v.	Rental fees and expenses	w.	Medical and first aid expenses	x.	Flowers and decorations
y.	Refreshments	z.	Shipping and Handling	aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
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.	Dues and fees	b.	Supplies	c.	Music
d.	Judging fees and expenses	e.	Plaques and awards	f.	Fundraising projects and expenses
g.	Field trips and expenses	h.	Transportation and mileage costs	i.	Salaries
j.	Equipment, repairs and maintenance	k.	Party expenses	l.	Accompanist expenses
m.	Clinicians	n.	Choreographer	o.	Uniform expenses
p.	Refunds	q.	Transfers to other school activity accounts	r.	Film and processing
s.	Flowers and decorations	t.	Tickets and invitations	u.	Concert expense
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
Account Name	FCCLA	Project #	897

**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 and materials	b.	Meeting and speakers expense	c.	Membership dues, registration fees/conference expenses
d.	Contribution and donations	e.	Officers' pin	f.	Fund raising project and expenses
g.	Subscriptions	h.	Transportation and mileage expenses	i.	Awards and prizes
j.	Meeting and refreshment expenses	k.	Camera, equipment, supplies and processing expenses	l.	Tickets and invitation expenses
m.	Programs and printing expenses	n.	Uniforms and cleaning expenses	o.	Custodial expenses
p.	Field trips and expenses	q.	Banquet and party expenses	r.	Flowers and gifts
s.	Refunds/reimbursements	t.	Transfer to other school activity accounts	u.	Official FHA merchandise
v.	Computer software	w.	State/National convention and expenses	x.	Hotel expenses
y.	Telephone expenses	z.	Contest and entry fees	aa.	Equipment and repairs
bb.	Speakers fees and expenses	cc.	Community service projects	dd.	Camp expenses
ee.	T-shirts/sweatshirts	ff.	Graduation accessories	gg.	Donations
hh.		ii.		jj.	
kk.		ll.		mm.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
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.	Supplies	b.	Books	c.	Purchase and repair of equipment and furniture
d.	Awards and gifts	e.	Field trips and expenses	f.	Club and organization dues
g.	Transportation and mileage costs	h.	Expenses for "National Library Week"	i.	Promotional posters and materials
j.	Audio-visual materials	k.	Periodicals and subscriptions	l.	Refunds/Reimbursements
m.	Transfers to other school activity accounts	n.	Flowers and decorations	o.	Conventions and expenses
p.	Computer software	q.	Supplies for resale	r.	Book fair
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	Southridge Junior High	Site #	690
Account Name	Multicultural Club	Project #	934

**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.	Meetings and refreshments	c.	Awards, prizes and gifts
d.	Membership pins	e.	Jackets, t-shirts	f.	Speakers and expenses
g.	Transportation and mileage costs	h.	Film and development	i.	Banquets, parties, and expenses
j.	Fundraising project expenses	k.	Field trips and expenses	l.	Subscriptions
m.	Flowers and decoration	n.	Food for Foreign Language Week	o.	Tickets and invitations
p.	Games, VCR tapes, DVD's, and classroom aids	q.	Entry and contest fees and expenses	r.	Transfers to other school activity accounts
s.	Donations	t.	Dues	u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
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.	Fundraising projects and expenses	b.	Banquet, party and picnic expense	c.	Supplies
d.	Awards, plaques and prizes	e.	Field trips and expenses	f.	Transportation and mileage costs
g.	Convention expenses	h.	Jewelry, patches, jackets, and shirts	i.	Dues and registration fees
j.	Flowers and gifts	k.	Induction supplies	l.	Contributions and donations
m.	Speakers and expenses	n.	Scholastic tournament and expenses	o.	Camera, film, processing and supplies for digital printing
p.	Certificates and membership cards	q.	Refreshments	r.	Expense for services projects
s.	Stationary and stamps	t.	Refunds/reimbursements	u.	Transfers to other school activity accounts
v.	Expenses for teachers appreciations (voted on by the students)	w.	Rental fees	x.	Printing and program expenses
y.	Postage and handling	z.	T-shirts	aa.	Care and upkeep of building and grounds
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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7/7/2017

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
Account Name	Pom Squad	Project #	949

**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.	Organization dues and fees	b.	Clinic expenses	c.	Refunds
d.	Supplies, equipment & repairs	e.	Uniforms, accessories, and cleaning	f.	Awards, prizes and gifts
g.	Banquets, parties and expenses	h.	Judging fees and tryout expenses	i.	Fundraising projects and expenses
j.	Transportation	k.	Choreography and music expenses	l.	Hotel expenses
m.	Competition expenses	n.	Postage	o.	Custodial expenses
p.	Photography expenses	q.	Rental fees	r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
Account Name	Robotics – updated 3-11-20	Project #	951

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**Approved Expenditures List**

a.	Field Trips & Expenses	b.	Equipment & repairs	c.	Parties & expenses
d.	Transportation	e.	Contest prizes	f.	Membership Dues
g.	Guest Speakers	h.	Fundraising	i.	Supplies
j.	Postage	k.	Transfers to other schools	l.	Contributions & Donations
m.	Refunds	n.	Film & Processing	o.	Awards & Gifts
p.	Care & Upkeep of Building	q.	Tournament Expenses	r.	Software
s.	Refreshments	t.	Storage	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
Account Name	STEM	Project #	956

**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.	Dues/Fees	b.	Admission Expenses	c.	Refunds
d.	Supplies	e.	Clothing items	f.	Plaques and awards
g.	Equipment repair	h.	Refreshments	i.	Fundraising projects and expenses
j.	Awards, gifts, and prizes	k.	Transportation	l.	Hotel Expenses
m.	Competition Expenses	n.	Postage	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.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
Account Name	Coke	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.

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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.	Supplies
d.	Equipment	e.	Postage	f.	Registration fees
g.	Transfers to other school activity accounts	h.	Refunds/reimbursements	i.	Decals
j.	Name tag and expenses	k.	Security and expenses	l.	Dues and fees
m.	Fundraising projects and expenses	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	Southridge Junior High	Site #	690
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.

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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, Gifts & Prizes	b.	Care and Upkeep of Building	c.	Computer Equipment and Supplies
d.	Contributions/Donations	e.	Equipment and Repairs	f.	Field Trips and Expenses
g.	Film and Development	h.	Fundraising Projects and Expenses	i.	Guest Speakers and Expenses
j.	Membership Dues	k.	Parties and Expenses	l.	Postage
m.	Refunds/Reimbursement	n.	Rental Fees	o.	Science Fair and Expenses
p.	Science Projects	q.	Supplies	r.	Transfer to other school activity account
s.	Transportation and Mileage	t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
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.

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**Approved Expenditures List**

a.	Community based instruction activities	b.	Field trip and expenses	c.	School-wide assembly expenses
d.	School plays and activities	e.	Transportation/mileage expenses	f.	Fundraising projects and expenses
g.	Film, camera, supplies, equipment & processing expenses	h.	Clothing items/uniforms	i.	Awards, prizes, gifts, and flowers
j.	Supplies for classroom	k.	Transfers to other school activity accounts	l.	Refunds/reimbursement
m.	Entry fees/registration fees	n.	Contributions/donations	o.	Furniture for classroom
p.	Postage	q.	Refreshments, decorations and party expenses	r.	Tickets
s.	CBI activities	t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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nn.		oo.		pp.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
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.	Fundraising projects and expenses	b.	Plaques and awards	c.	School landscaping and supplies
b.	Camera supplies, film and photo service	e.	Flowers and gifts	f.	Supplies
g.	Convention expense	h.	Transportation, mileage and lodging expenses	i.	Parties and expenses
j.	Contributions and donation	k.	Equipment and repairs	l.	Refreshments
m.	State and National dues	n.	Refunds/reimbursements	o.	Transfers to other school activity accounts
p.	Postage and handling	q.	Field trips and expanses	r.	Guest speakers and expenses
s.	T-shirts	t.	Snow cone supplies	u.	Staff appreciation gifts (student initiated and approved)
v.	Care and upkeep of building and grounds	w.	Subscriptions	x.	Printing and expenses
y.	Window painting and wall paining supplies for school spirit	z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
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ww.		xx.		yy.	



**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
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.	Transportation, mileage, and lodging expense	e.	Awards and gifts	f.	Machine rental and repair of equipment
g.	Flowers and gifts	h.	Teaching or professional supplies	i.	Artist in residence
j.	Guest speakers and expenses	k.	Landscaping supplies and materials	l.	Purchase and repair of equipment and furniture
m.	Hospitality room supplies and refreshments for volunteers	n.	Office supplies	o.	Contributions and donations
p.	Shirts, jackets, and uniforms	q.	Registration and contest fees	r.	Postage/Freight
s.	Contracted services	t.	Group social expenses and refreshments	u.	Orientation expenses
v.	Accompanist expenses for vocal music and band	w.	Refunds/Reimbursements	x.	Transfers to other school activity accounts
y.	Decals, magnets, pins and badges	z.	Publishing/Printing expenses/binding	aa.	Testing and expense
bb.	Fundraisers and expenses	cc.	Security	dd.	Care and upkeep of building and grounds
ee.	Telephone expenses	ff.	Dues and fees	gg.	Tutoring (Teacher Salary)
hh.	Progress reports	ii.	Special projects and expenses	jj.	Computer and related items
kk.	Software subscriptions	ll.	Classroom supplies	mm.	Admission expenses
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Southridge Junior High	Site #	690
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**.

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**Approved Expenditures List**

a.	Dues/fees	b.	Admission expenses	c.	Refunds
d.	Supplies	e.	Clothing items	f.	Plaques and awards
g.	Equipment repair	h.	Refreshments	i.	Fundraising projects and expenses
j.	Awards, gifts, and prizes	k.	Transportation	l.	Hotel Expenses
m.	Competition Expenses	n.	Postage	o.	Transfers to other school activity accounts
p.		q.		r.	
s.		t.		u.	
v.		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	Southridge Junior High	Site #	690
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 publications expenses	b.	Supplies	c.	Camera supplies and photo services
d.	Fundraising projects and expenses	e.	Transportation and mileage costs	f.	Plaques and awards
g.	Clinic expense	h.	Sponsors' workshop fees and supplies	i.	Membership dues and registration fees
j.	Refreshments	k.	Scholarships	l.	Field trips and expenses
m.	Conventions and expenses	n.	Postage	o.	Workshop fees
p.	Refunds/Reimbursements	q.	Transfers to other school activity accounts	r.	Contest entry fees and expenses
s.	Equipment and repairs	t.	Computers, software, computer related equipment/accessories and repairs	u.	Digital imaging equipment
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.	

