

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Facility Usage Project Fund	Project #	804

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

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

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

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

Approved Expenditures List

a.	Supplies	b.	Equipment and repairs	c.	Building materials and supplies
d.	Custodial expenses	e.	Contracted labor	f.	Furniture
g.	Lighting supplies	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	Moore High School	Site #	705
Account Name	Class of 2021	Project #	820

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.	Clothing items and tassels	b.	Fundraising projects and expenses	c.	Ticket Sales
d.	Transfers to school activity accounts	e.	Prom, refreshments, banquets, decoration & graduation expenses	f.	Homecoming & assembly expense
g.	Film, camera, supplies, equipment, processing	h.	Supplies	i.	Flowers, gifts, awards & prizes
j.	Transportation/mileage	k.	Contributions/donations	l.	Scholarships
m.	Custodial expenses	n.	Printing expense	o.	Postage
p.	Refunds/reimbursements	q.	Camp fees & expenses	r.	Recorded music, prom DJ
s.	Yearbook ads	t.	Equipment & repairs	u.	Speaker fees/expenses
v.	Dry cleaning	w.	Memberships	x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Class of 2025	Project #	833

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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a.	Clothing items and tassels	b.	Fundraising projects and expenses	c.	Ticket Sales
d.	Transfers to school activity accounts	e.	Prom, refreshments, banquets, decoration & graduation expenses	f.	Homecoming & assembly expense
g.	Film, camera, supplies, equipment, processing	h.	Supplies	i.	Flowers, gifts, awards & prizes
j.	Transportation/mileage	k.	Contributions/donations	l.	Scholarships
m.	Custodial expenses	n.	Printing expense	o.	Postage
p.	Refunds/reimbursements	q.	Camp fees & expenses	r.	Recorded music, prom DJ
s.	Yearbook ads	t.	Equipment & repairs	u.	Speaker fees/expenses
v.	Dry cleaning	w.	Memberships	x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Class of 2023	Project #	842

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a.	Clothing items and tassels	b.	Fundraising projects and expenses	c.	Ticket Sales
d.	Transfers to school activity accounts	e.	Prom, refreshments, banquets, decoration & graduation expenses	f.	Homecoming & assembly expense
g.	Film, camera, supplies, equipment, processing	h.	Supplies	i.	Flowers, gifts, awards & prizes
j.	Transportation/mileage	k.	Contributions/donations	l.	Scholarships
m.	Custodial expenses	n.	Printing expense	o.	Postage
p.	Refunds/reimbursements	q.	Camp fees & expenses	r.	Recorded music, prom DJ
s.	Yearbook ads	t.	Equipment & repairs	u.	Speaker fees/expenses
v.	Dry cleaning	w.	Memberships	x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Astronomy Club	Project #	844

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.	Research expenses	b.	Transportation and mileage expenses	c.	Supplies
d.	Fund raising projects and expenses	e.	Camera, equipment, supplies and processing expenses	f.	Flowers and gifts
g.	Contributions/Donations	h.	Field trips and expenses	i.	City, State and National dues
j.	Parties and expenses	k.	Refreshments and decorations	l.	Speaker and assembly expenses
m.	Homecoming expenses	n.	T-shirts	o.	Refunds/Reimbursements
p.	Transfers to other school activity accounts	q.	Scholarships, trophies, and awards	r.	Printing and expenses
s.	Camp expenses	t.	Postage and freight	u.	Telephone and expenses
v.	Equipment purchases, rentals and repairs	w.	Lodging expenses	x.	Books and magazines
y.	Registration fees and expenses	z.		aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Academic Team	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**.

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Approved Expenditures List

a.	Supplies	b.	Transportation and mileage expenses	c.	Seminars and registration fees
d.	Professional meetings and expenses	e.	Speakers and expenses	f.	Fund raising projects and expenses
g.	Awards and prizes	h.	Meeting, refreshments and food expenses	i.	Programs and printing
j.	Flowers and gifts	k.	Postage and freight	l.	Contributions/Donations
m.	Refunds/Reimbursements	n.	Transfers to other school acctivity accounts	o.	Custodial expenses
p.	Books, CD's, and DVD's	q.	Subscriptions	r.	Camera, equipment, supplies and processing expenses
s.	Computer, printer, software and supplies	t.	Parties and expenses	u.	T-shirts
v.	Field trips and expenses	w.		x.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Apollyras	Project #	849

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Approved Expenditures List

a.	Fund raising projects and expenses	b.	Entry fees and contest fees	c.	Music expenses
d.	Transportation and mileage expenses	e.	Awards, flowers, trophies and prizes	f.	Custodial expenses
g.	Banquet and expenses	h.	Refreshments	i.	Camera, equipment, supplies and processing expenses
j.	Field trips and expenses	k.	Supplies equipment and repairs	l.	Choreographer and accompanist
m.	Scholarship awards	n.	Cleaning and upkeep of uniforms	o.	Ticket and program expenses
p.	Membership dues	q.	Decorations for concert	r.	Convention expenses
s.	Refunds/Reimbursements	t.	Transfer to other school activity accounts	u.	All-State expenses
v.	Camp fees, clinician fees, and expenses	w.	Props	x.	T-shirts
y.	Uniforms	z.	Guest speakers, conductors and accompanist fees	aa.	Computers, software and repairs
bb.	Donations	cc.	Graduation Cords, etc.	dd.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Class of 2024	Project #	850

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.	Clothing items, tassels	b.	Fund raising projects & expenses	c.	Tickets
d.	Transfers to other school activity accounts	e.	Prom, Refreshments, Banquets, Décor & Graduation Expense	f.	Homecoming & Assembly Expenses
g.	Film, Cameras, Supplies, Equipment, Processing	h.	Supplies	i.	Flowers, Gifts, Awards, Prizes
j.	Transportation/Mileage	k.	Contribution/Donations	l.	Scholarships
m.	Custodial Expenses	n.	Printing Expenses	o.	Postage
p.	Refunds/reimbursements	q.	Camp Fees & Expenses	r.	Recorded Music, Prom DJ
s.	Yearbook ads	t.	Equipment & Repairs	u.	Speaker Fees & Expenses
v.	Dry cleaning	w.	Memberships	x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
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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Approved Expenditures List

a.	Fund raising projects & expenses	b.	Meeting & refreshment expenses	c.	Membership dues, pins & patches
d.	Speakers & expenses	e.	Awards, prizes, & scholarships	f.	Local, state, national dues & convention expenses
g.	Registration fees & administration fees	h.	Camera, equipment, slide productions, supplies & processing expenses	i.	Banquet & party expenses
j.	Contest fees and expenses	k.	Tickets	l.	Postage & freight
m.	Supplies	n.	CD's, DVD's, books, magazines & subscriptions	o.	Printing expenses
p.	Contributions/Donations	q.	Workshop & clinic expenses	r.	Homecoming expenses
s.	Flowers & gifts	t.	Refunds/reimbursements	u.	Transfers to other school activity accounts
v.	Newspaper ads	w.	T-shirts	x.	Tools
y.	Furniture & Fixtures	z.	Repairs	aa.	Equipment
bb.	Graduation Cords, etc.	cc.		dd.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
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.	Transportation and mileage expenses	b.	Entry fees and expenses	c.	Uniforms, cleaning and upkeep
d.	Instruments and repairs	e.	Music	f.	Equipment and supplies
g.	Tickets and program expenses	h.	Banquet expenses	i.	Expenses for festival
j.	Clinician fees and expenses	k.	CD's, DVD's and recordings	l.	Flowers and gifts
m.	Fund raising projects and expenses	n.	Judging fees, contest fees and expenses	o.	Scholarships and awards
p.	Refunds/Reimbursements	q.	Transfers to other school activity accounts	r.	Graduation cords, etc.
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	Moore High School	Site #	705
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.	Banquet and expenses	b.	Transportation and mileage expenses	c.	Spirit pins, ribbons, etc.
d.	Flowers and decorating supplies	e.	Supplies for meetings and football games	f.	Equipment and repairs
g.	Uniforms, cleaning and upkeep	h.	Fund raising projects and expenses	i.	Awards
j.	Contest fees and expenses	k.	Tickets	l.	Postage and freight
m.	CD's, DVD's, and recordings	n.	Books and subscriptions	o.	Contributions/Donations
p.	Rental fees	q.	Custodial expenses	r.	Homecoming and prom expenses
s.	Judges and expenses	t.	Medical and first aid supplies	u.	Entertainment and expenses
v.	Field trips and expenses	w.	State and national expenses	x.	Coaches fees
y.	Refunds/Reimbursements	z.	Transfers to other school activity accounts	aa.	Camp fees/clothes
bb.	Clinic and tryout expenses	cc.	Meals and lodging expenses	dd.	Tournament expenses
ee.	Props	ff.	Yearbook ads and misc. ads	gg.	Music and expenses
hh.	T-shirts	ii.	Graduation expenses	jj.	
kk.		ll.		mm	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Class of 2020	Project #	870

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.	Clothing items & tassels	b.	Fundraising projects & expenses	c.	Ticket sales
d.	Transfer to other school activity accounts	e.	Prom, refreshments, banquets, decoration & graduation expenses	f.	Homecoming & assembly expenses
g.	Film, camera, supplies, equipment, processing	h.	Supplies	i.	Flowers, gifts, awards & prizes
j.	Transportation/mileage	k.	Contributions/donations	l.	Scholarships
m.	Custodial expenses	n.	Printing expenses	o.	Postage
p.	Refunds/reimbursements	q.	Camp fees & expenses	r.	Recorded music, prom DJ
s.	Yearbook ads	t.	Equipment & repairs	u.	Speaker fees & expenses
v.	Dry cleaning	w.	Memberships	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	Moore High School	Site #	705
Account Name	Close-Up	Project #	872

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.	Field trips and expenses	c.	Transportation and mileage expenses
d.	Supplies, equipment and repairs	e.	Contributions/Donations	f.	Trophies, awards, prizes, flowers and gifts
g.	Rental fees and equipment	h.	Custodial expenses	i.	Printing expenses
j.	Camera, equipment, supplies and processing expenses	k.	Meeting and refreshment expenses	l.	Tickets
m.	Registration fees	n.	Concession expenses	o.	Tuition
p.	Refund/Reimbursements	q.	Scholarships	r.	Transfer to other school activity accounts
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	Moore High School	Site #	705
Account Name	FUSE (Freshmen Utilizing Senior Experiences)	Project #	873

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.

A	Supplies	b.	Meetings and refreshments	c.	T-shirts
nn					
d.	Parties and expenses	e.	Transportation and mileage expenses	f.	Awards and prizes
g.	Film processing	h.	Fund raising projects and expenses	i.	Field trips and expenses
j.	Contest fees and expenses	k.	Books, videos and DVD's	l.	Rental fees
m.	Equipment and repairs	n.	Gifts to school	o.	Banquet and expenses
p.	Transfers to other school activity accounts	q.	Posters	r.	Games
s.	Flowers and gifts	t.	Computers, equipment and software	u.	Refunds
v.	Tickets and invitations	w.	Graduation Cords, etc.	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	Moore High School	Site #	705
Account Name	DECA	Project #	879

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.	Pins, jackets, windbreakers, patches, etc.	b.	Supplies	c.	Professional meetings and expenses
d.	Speaker and expenses	e.	Fund raising projects and expenses	f.	Rental fees, equipment and repairs
g.	Camera, equipment, supplies and processing expenses	h.	Materials for float	i.	Contributions/Donations
j.	Flowers and gifts	k.	Registration fees	l.	Transportation and mileage expenses
m.	Program expenses and printing	n.	Banquet expenses	o.	Concession supplies
p.	Plaques, awards, trophies and ribbons	q.	Meeting and refreshment expenses	r.	Field trips and expenses
s.	Dues and convention expenses	t.	Party and decoration expenses	u.	Postage and freight
v.	CD's, DVD's and recordings	w.	Books and subscriptions	x.	Installation and expenses
y.	Computer, software and supplies	z.	Refunds/Reimbursements	aa.	Transfers to other school activity accounts
bb.	Graduation Cords, etc.	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	Moore High School	Site #	705
Account Name	Drama	Project #	882

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, equipment and repairs	b.	Contest expenses, workshops and expenses	c.	Books, magazine and subscriptions
d.	Flowers, gifts and awards	e.	Membership dues, fees and registration	f.	Costume rental and supplies
g.	Contracted labor	h.	Refreshments	i.	Camera, equipment, supplies and processing expenses
j.	Costumes, make-up and related expenses	k.	Banquet and party expense	l.	CD's, DVD's and recordings
m.	Homecoming expenses	n.	Cast dinner expenses, catering and dinner theater supplies	o.	Transportation and mileage expenses
p.	Speakers and expenses	q.	Royalties	r.	Advertisement and expenses
s.	Choreographer and expenses	t.	Scripts, cuttings and play books	u.	Posters, props and scenery rental
v.	Electrical and lighting supplies	w.	Sound effects equipment	x.	Contributions/Donations
y.	Custodial expenses	z.	Postage and freight	aa.	Convention and camp fees
bb.	Scholarships	cc.	Fund raising projects and expenses	dd.	Refunds/Reimbursements
ee.	Lumber and building supplies	ff.	T-shirts	gg.	Ads
hh.	Graduation Cords, etc.	ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Class of 2022	Project #	886

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.	Clothing items & tassels	b.	Fundraising projects & expenses	c.	Ticket sales
d.	Transfer to other school activity accounts	e.	Prom, refreshments, banquets, decorations & graduation expenses	f.	Homecoming & assembly expenses
g.	Film processing	h.	Supplies	i.	Flowers, gifts, awards & prizes
j.	Transportation, mileage	k.	Donations/contributions	l.	Scholarships
m.	Custodial expenses	n.	Printing expenses	o.	Postage
p.	Refunds/reimbursements	q.	Camp fees	r.	Recorded music, DJ
s.	Yearbook ads	t.	Equipment & repairs	u.	Speaker fees & expenses
v.	Dry cleaning	w.	Memberships	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	Moore High School	Site #	705
Account Name	BPA (Business Professionals of America)	Project #	895

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.	Membership dues	b.	Contributions/Donations	c.	Parties and expenses
d.	Workshop and expenses	e.	Scholarships and awards	f.	Field trips and expenses
g.	Banquet and luncheon expenses	h.	Flowers and gifts	i.	Convention registration and expenses
j.	Refreshments	k.	Meetings and expenses	l.	Supplies
m.	Fund raising projects and expenses	n.	Float expenses	o.	Transportation and mileage expenses
p.	Speaker and expenses	q.	Uniforms and cleaning	r.	State and National candidate expenses
s.	Pins, medals, etc.	t.	Community projects and expenses	u.	Refunds/Reimbursements
v.	Transfer to other school activity accounts	w.	Equipment and repairs	x.	Software
y.	Lodging	z.	DVD's and recordings	aa.	Graduation Cords, etc.
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	Moore High School	Site #	705
Account Name	FFA (Future Farmers of America)	Project #	896

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.	Educational trips and expenses	b.	Supplies/feed for shows/show decorations	c.	Banquet expenses
d.	Jackets, hats, patches and misc. clothing items	e.	Purchase of chapter livestock	f.	Membership dues and registration fees
g.	Supplies for floats	h.	Refreshments for meetings/food for PR activities	i.	Breeding fees and registration
j.	Official FFA merchandise	k.	Transportation, lodging and mileage expenses	l.	Fund raising projects and expenses
m.	Awards, trophies, flowers, gifts and expenses	n.	Speakers and expenses	o.	Leadership conferences and expenses
p.	Repair and purchase of equipment	q.	Animal care expenses/medical supplies	r.	Postage and freight
s.	Telephone expenses	t.	Camera, equipment, supplies and processing expenses	u.	Refunds/Reimbursements
v.	Transfers to other school activity accounts	w.	Bedding/hay/straw	x.	Ag farm supplies and maintenance/shop materials/metal for projects
y.	National FFA week expenses	z.	Magazines and subscriptions	aa.	Contract labor and expenses
bb.	Admissions/tickets	cc.	CD's, DVD's, & recordings	dd.	Teaching Aids
ee.	Classroom equipment	ff.	Donations & contributions	gg.	Contest fees & expenses
hh.	Graduation Cords, etc.	ii.	Printing	jj.	Party/social expenses
kk.	Upkeep of grounds	ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	FCCLA (Family Career and Community Leaders of America)	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**.

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 and materials	b.	Meeting and speaker expenses	c.	Membership dues, registration fees/conference expenses
d.	Contribution and donations	e.	Officers' pins	f.	Fund raising projects 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 conventions and expenses	x.	Hotel expenses
y.	Telephone expenses	z.	Contest and entry fees	aa.	Equipment and repairs
bb.	Speaker 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.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	FJA (Future Journalist of America)	Project #	898

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.	Paper and photography chemicals for workshops	b.	Refreshments for meetings	c.	Parties and expenses
d.	Gifts, flowers, awards and scholarships	e.	Banquet expenses	f.	Membership dues and fees
g.	Fund raising projects and expenses	h.	Transportation and mileage expenses	i.	Camera, equipment, supplies and processing expenses
j.	Homecoming float expenses	k.	Field trip expenses	l.	Publication expenses for newsletter
m.	Instruction book	n.	Speaker and expenses	o.	Subscriptions
p.	Conference registration and expenses	q.	Computer software, equipment and supplies	r.	CD's, DVD's and recordings
s.	Refunds/Reimbursements	t.	Transfers to other school activity accounts	u.	Parade expenses
v.	Workshop expenses	w.	Rental fees	x.	Postage/freight/handling fees
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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nn.		oo.		pp.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Foreign Language Department	Project #	900

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.	Meeting and refreshments	c.	Membership pins
d.	Speaker and expenses	e.	Transportation and mileage expenses	f.	Awards and prizes
g.	Supplies for floats	h.	Camera, equipment, supplies and processing expenses	i.	Banquet expenses
j.	Fund raising projects and expenses	k.	Party expenses	l.	Field trips and expenses
m.	Contest fees and expenses	n.	Tickets and invitations	o.	Postage and freight
p.	CD's, DVD's and recordings	q.	Books	r.	Contributions/Donations
s.	Rental fees	t.	Equipment and repairs	u.	Flowers and gifts
v.	Subscriptions	w.	Refunds/Reimbursement	x.	Transfers to other school activity accounts
y.	Computers, software and equipment	z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	French Club	Project #	901

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.	Meetings, banquets, parties, and refreshment expenses	c.	Membership pins
d.	Speaker & expenses	e.	Transportation/Mileage expenses	f.	Awards, prizes, flowers, gifts
g.	Supplies for parade float	h.	Film, camera, supplies, equipment, and processing expenses	i.	Fund raising projects & expenses
j.	Food for progressive dinner	k.	Field trips & expenses	l.	Contest fees & expenses
m.	Tickets, invitations	n.	Postage/Freight	o.	Books, records, CD's, cassettes, video tapes
p.	Contributions/Donations	q.	Rental fees	r.	Equipment/Repairs
s.	Subscriptions	t.	Gifts to school	u.	Refunds/Reimbursements
v.	Transfers to other school activity accounts	w.	Posters, games	x.	Computers, equipment, & software
y.	Clothing items	z.	Graduation Cords, etc.	aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Art Appreciation	Project #	904

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 & expenses	b.	Meeting & refreshment expenses	c.	Membership dues, pins & patches
d.	Speakers & expenses	e.	Awards, prizes, scholarships	f.	Local, State, National dues & convention expenses
g.	Dues and fees	h.	Cameras, equipment, supplies, processing	i.	Banquet & party expenses
j.	Refreshments	k.	Contest fees & expenses	l.	Postage
m.	Art supplies	n.	CDs, DVDs, books, magazines, subscriptions	o.	Printing
p.	Contributions/donations	q.	Workshop expenses	r.	Homecoming expenses
s.	Flowers & gifts	t.	Refunds/reimbursements	u.	Transfers to school activity accounts
v.	T-shirts	w.	Tools	x.	Equipment
y.	Furniture & fixtures	z.	Repairs	aa.	Graduation cords, etc.
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Horticulture	Project #	912

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.	Greenhouse supplies	b.	Educational trips and expenses	c.	Banquet and luncheon expenses
d.	Membership dues and registration fees	e.	Supplies for floats	f.	Jackets, hats, patches, etc.
g.	Flowers and gifts	h.	Refreshments for meetings	i.	Awards trophies and expenses
j.	Leadership conferences and expenses	k.	Repair and purchase of equipment	l.	Postage and freight
m.	Camera, equipment, supplies and processing expenses	n.	Transportation and mileage expenses	o.	Fund raising projects and expenses
p.	Telephone expenses	q.	Books, subscriptions	r.	CD's, DVD's and recordings
s.	Contest fees and expenses	t.	Teaching aids	u.	Tickets
v.	Scholarships	w.	Nursery equipment and supplies	x.	Refunds/Reimbursements
y.	Transfers to other school activity accounts	z.	Reimbursement for services rendered by students	aa.	Speakers and expenses
bb.	Donations/Contributions	cc.	Classroom equipment	dd.	Travel expenses/lodging
ee.	Graduation Cords, etc.	ff.	Printing	gg.	Party/social expenses
hh.	Upkeep of grounds	ii.		jj.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Key Club	Project #	921

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.	Expenses for induction	c.	Membership dues
d.	Scrapbook	e.	Postage/delivery	f.	Camera, equipment, supplies, and processing expenses
g.	Float expenses	h.	Local, State, and National convention expenses	i.	Fund raising projects and expenses
j.	Graduation expenses	k.	Transportation and mileage expenses	l.	Speakers and expenses
m.	Programs and expenses	n.	Meeting, party, and banquet expenses	o.	Awards, plaques, prizes, flowers and gifts
p.	Reimbursements	q.	Transfers to other school activity accounts	r.	Rental fees
s.	Printing and program expenses	t.	Contributions/Donations	u.	Key Club/Kiwanis memorabilia (pins, shirts, jackets, windbreakers, cups, key chains, caps
v.	Hair accessories, frames, stamps, balloons, tie tacs, necklace, logos, diskette/CD, pens	w.	Address books, money holders, scrapbook, plush animals, certificates, club banners	x.	Gong with base and top, gavel and gavel band
y.	Graduation stoles thank-you notes, decals, satin ribbons, badges, emblems, stickers, membership kits	z.	Forms, CD holder, air fresheners, data folder, brief gag	aa.	Office supplies
bb.	Subscriptions	cc.	Workshop, conference and staff expenses	dd.	Custodial expenses
ee.	Refreshments/food	ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Latin Club	Project #	924

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.	Local, State and National dues	b.	Registration fees	c.	Shirts and shorts
d.	Homecoming float expenses	e.	Banquet expenses	f.	Awards and prizes
g.	Fund raising projects and expenses	h.	Supplies	i.	Fees for state and national contests
j.	Transportation and mileage expenses	k.	Field trips, lodging and expenses	l.	CD's, DVD's and recorded material
m.	Latin Day at OU	n.	NJCL Honor Society pins	o.	Camera, equipment, supplies and processing expenses
p.	Graduation sashes/monogramming	q.	Refunds/Reimbursements	r.	Transfers to other school activity accounts
s.	Parties and refreshment expenses	t.	Tickets and invitations	u.	Postage and freight
v.	Contributions/Donations	w.	Computers, equipment, software and repair	x.	Flowers and gifts
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Media	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**.

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.	Books and subscriptions	b.	Multi-media software	c.	Supplies
d.	Posters	e.	Awards, prizes, flowers and gifts	f.	State, national dues and memberships
g.	Convention expenses	h.	Camera, equipment, supplies and processing expenses	i.	Copy machine
j.	Library furniture	k.	AV equipment and repairs	l.	Contributions/Donations
m.	Speakers and programs	n.	Promotion expenses	o.	Refunds/Reimbursements
p.	Transfers to other school activity accounts	q.	Fund raising projects and expenses	r.	Computer equipment and supplies
s.	Telephone expenses	t.	CD's, DVD's and recorded material	u.	Registration
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Leadership	Project #	928

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 & expenses	b.	Gifts	c.	Supplies
d.	Transfers to other school activity accounts	e.	Speaker fees & expenses	f.	Flowers, gifts & awards
g.	Transportation/mileage	h.	Contributions/donations	i.	Printing & expenses
j.	Field trips & expenses	k.	Posters, games	l.	Gifts to school
m.	Books & workbooks	n.	Contest fees & expenses	o.	Software & computer equipment
p.	Clothing items	q.	Postage/freight	r.	Photo printing & development
s.	Decorations	t.	Snacks	u.	Banquet expenses
v.	Paper goods	w.	Graduation cords & stoles	x.	Refunds
y.	Camp expenses	z.	Registration	aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Mock Trial	Project #	936

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.	Contest expenses	c.	Entry fees
d.	Membership dues	e.	Fund raising projects and expenses	f.	Trophies and awards
g.	Field trips and expenses	h.	Printing, photocopying, film and processing expenses	i.	Case materials
j.	Refreshments and party expenses	k.	Transportation and Mileage	l.	Video tapes and equipment
m.	Judges and expenses	n.	Clinic and workshop fees and expenses	o.	Computer equipment, software and repairs
p.	Flowers and gifts	q.	Competition attire	r.	Graduation Cords, etc.
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	National 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**.

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.	Expenses for induction	c.	Banquet and expenses
d.	Membership dues	e.	Expenses for state convention	f.	Float expenses
g.	Programs and expenses	h.	Fund raising projects and expenses	i.	Gifts and prizes
j.	Meeting and refreshment expenses	k.	Pins, jackets, windbreakers, patches	l.	Speakers and expenses
m.	Transportation and mileage expenses	n.	Camera, equipment, supplies and processing expenses	o.	Flowers and decorations
p.	Contributions/Donations	q.	Printing and program expenses	r.	Scholarships, awards and plaques
s.	Rental fees	t.	Graduation expenses	u.	Custodial expenses
v.	National leadership conference expenses	w.	Postage	x.	Scrapbook
y.	Refunds/reimbursements	z.	Transfers to other school activity accounts	aa.	T-shirts
bb.	Homecoming expenses	cc.	Refreshment expenses	dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Science Department	Project #	943

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.	Transportation and mileage	b.	Supplies for projects	c.	Supplies for field trips
d.	Postage	e.	Printing	f.	Fund raiser projects and expenses
g.	Refunds/Reimbursements	h.	Gifts and awards	i.	Meeting expenses
j.	Speakers	k.	Contributions/Donations	l.	Party expenses
m.	Camera, equipment, supplies and processing expenses	n.	Animal car expenses	o.	Tickets to field trip and outings
p.	Transfer to other school activity accounts	q.	Homecoming expenses	r.	Dues, fees and registrations
s.	T-shirts	t.	Graduation Expenses	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		r.		ss.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Pom Pon 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.**

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.	Clinic expenses	b.	Ribbons, pins, etc.	c.	Uniforms and cleaning
d.	Fund raising projects and expenses	e.	Supplies, equipment and repairs	f.	Transportation and mileage expenses
g.	Awards, prizes, gifts, flowers and favors	h.	Decorations	i.	Meeting and refreshment expenses
j.	Prom expenses	k.	Books	l.	CD's, DVD's and recording
m.	Rental fees	n.	Field trips and expenses	o.	Meals and lodging
p.	Judging expenses	q.	Props for routines	r.	Custodial expenses
s.	Medical and first-aid supplies	t.	Entertainment expenses	u.	Homecoming expenses
v.	State tournament expenses	w.	Tickets	x.	Banquet expenses
y.	Coaches fees	z.	Refunds/Reimbursements	aa.	Transfers to other school activity accounts
bb.	Competition fees and expenses	cc.	Yearbook ads	dd.	T-shirts
ee.	Graduation expenses	ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Robotics Club	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.	Research expenses	b.	Transportation/mileage	c.	Supplies
d.	Fundraiser projects/expense	e.	Camera, equipment, supplies & processing	f.	Flowers & gifts
g.	Contributions/donations	h.	Field trips & expenses	i.	Dues
j.	Parties and expenses	k.	Refreshments and decorations	l.	Speaker and assembly expense
m.	Homecoming expense	n.	T-shirts	o.	Refunds/reimbursements
p.	Transfers to school activity accounts	q.	Scholarships, trophies & awards	r.	Printing
s.	Camp expense	t.	Postage	u.	Equipment purchases, rental and repair
v.	Lodging expense	w.	Books & magazines	x.	Registration fees and expenses
y.	Graduation cords	z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	ACT/SAT/PSAT	Project #	952

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.	Instructional fees/Salaries	b.	Supplies	c.	Contributions/Donations
d.	Conference/workshop expenses	e.	Fund raising projects and expenses	f.	Refunds/Reimbursements
g.	Transfers to other school activity accounts	h.	Books	i.	CD's, DVD's and recorded material
j.	Supplementary materials	k.	Equipment and repairs	l.	Printing
m.	Workshop expenses	n.	Computers and software	o.	Postage and freight
p.	Refreshments	q.	Flowers and gifts	r.	PSAT Tests
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	Moore High School	Site #	705
Account Name	Scholastic	Project #	959

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.	PSAT tests grading and expenses	b.	Salaries	c.	Supplies
d.	Contributions/Donations	e.	Advanced placement plan (ACT) testing	f.	Refunds/Reimbursements
g.	Transfers to other school activity accounts	h.	Flowers and gifts	i.	Refreshments and meeting expenses
j.	Printing expenses	k.	Postage and freight	l.	Transportation and mileage expenses
m.	Books	n.	CD's, DVD's and recorded material	o.	Software
p.	Speaker and expenses	q.	Reports	r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
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.	Trees	b.	Supplies for projects	c.	Transportation and mileage expenses
d.	Scholarships, trophies and awards	e.	Party expenses	f.	Supplies for field trips
g.	Books	h.	Camera, equipment, supplies and processing expenses	i.	Equipment and repairs
j.	State and district fees	k.	Contest fees	l.	Animal care expenses
m.	Research expenses	n.	Flowers and gifts	o.	Postage
p.	Printing	q.	Fund raising projects and expenses	r.	Contributions/Donations
s.	Registration fee and expenses	t.	Refunds/Reimbursements	u.	Transfers to other school activity accounts
v.	Supplies for pond	w.	Homecoming expenses	x.	Graduation Cords, etc.
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Spanish Club	Project #	964

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.	Expenses for homecoming float	b.	Academic test fees	c.	Charity projects
d.	Banquet expenses	e.	T-shirts	f.	Supplies
g.	Refreshments	h.	Refunds	i.	Transportation and mileage expenses
j.	Fund raising projects and expenses	k.	Film, camera and processing	l.	Speaker and expenses
m.	Contributions/Donations	n.	Subscriptions	o.	Membership pins
p.	Awards, prizes, flowers and gifts	q.	Party expenses	r.	Tickets and invitations
s.	Postage and freight	t.	Rental fees	u.	Records, books and tapes
v.	Equipment and repairs	w.	Field trips and expenses	x.	Scholarships
y.	Gifts to school	z.	Transfers to other school activity accounts	aa.	Assembly expenses
bb.	Graduation Cords, etc.	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	Moore High School	Site #	705
Account Name	Special Education Department	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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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, awards, and flowers	f.	Equipment and repairs
g.	Transportation and mileage expenses	h.	Field trips and expenses	i.	Refunds/Reimbursements
j.	Transfers to other school activity accounts	k.	Refreshments	l.	Entry fees, dues and registrations
m.	T-Shirts	n.	Donations	o.	Postage
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Special Projects	Project #	966

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.	Transfers to other school activity accounts	b.	Care/upkeep of building & grounds	c.	Classroom/office supplies & expenses
d.	Postage/Freight expenses	e.	Transportation/Mileage expenses	f.	Trips for education purposes & expenses
g.	Books & subscriptions	h.	Gifts, awards, flowers	i.	Scholarships
j.	Refunds/Reimbursements	k.	Equipment, machine rental & repairs	l.	Speaker expenses
m.	Registration, contest fees	n.	Printing expenses	o.	Contributions/Donations
p.	Rental fees	q.	Grounds repair & landscaping expenses	r.	Security expenses
s.	Clothing items	t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Speech	Project #	967

Prior to collection of monies, ordering items or contracting services for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.**

Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

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

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

Approved Expenditures List

a.	Supplies	b.	Books and mazazine subscriptions	c.	Contest expenses
d.	Entry fees	e.	Membership dues	f.	Fund raising projects and expenses
g.	Trophies and awards	h.	Field trips and expenses	i.	Printing expenses
j.	Scripts	k.	Refreshments, party expenses	l.	Transportation and mileage expenses
m.	Videotape and equipment	n.	Judges and expenses	o.	Clinic and conference fees
p.	Refunds/Reimbursements	q.	Camera, equipment, supplies and processing expenses	r.	Furniture and equipment
s.	Transfers to other school activity accounts	t.	Computers, equipment and software	u.	Repairs
v.	Props and materials	w.	Flowers and gifts	x.	T-shirts
y.	Graduation Cords, etc.	z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
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tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
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.	Refreshments	b.	Decorations	c.	Prizes and gifts
d.	Meeting and registration expenses	e.	Transportation and mileage expenses	f.	Speaker and assembly expenses
g.	Camera, equipment, supplies and processing expenses	h.	Supplies	i.	Workshop expenses
j.	Trophies and awards	k.	Fund raising projects and expenses	l.	Camera, equipment, supplies and processing
m.	Flowers and gifts	n.	Contributions/Donations	o.	Custodial expenses
p.	Security service	q.	Field trips and expenses	r.	State and national dues
s.	Camp expenses	t.	Entertainment expenses	u.	Uniforms
v.	Party expenses	w.	Homecoming expenses	x.	Dance expenses
y.	Christmas, Valentine's Day and Howdy Week expenses	z.	Officer attire	aa.	T-shirts
bb.	Appreciation functions	cc.	Refunds/Reimbursements	dd.	Transfers to other school activity accounts
ee.	Scholarships	ff.	Printing and expenses	gg.	Meals/Refreshments
hh.	Hospitality and concession expenses	ii.	Postage and freight	jj.	Telephone usage
kk.	Equipment purchases, rental and repairs	ll.	Lodging expenses	mm.	Cleaning expenses
nn.	Liability/insurance expense	oo.	Costume purchase and rentals	pp.	Electrical, lighting or sound supplies/equipment
qq.	Lumber and building supplies	rr.	Leadership conferences and expenses	ss.	Table/chair rental
tt.	Voting/election expenses	uu.	Contest expenses	vv.	Summer leadership functions and expenses
ww.	Deposits on facilities	xx.	Speaker and expenses	yy.	Graduation Cords, etc.

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
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.	Store, classroom and office supplies and expenses	b.	Postage and freight	c.	Trips for educational purposes and expenses
d.	Party and decoration expenses	e.	Books and subscriptions	f.	Student store salary
g.	First aid supplies	h.	Parking permits, ID's and stickers	i.	Scholarships, awards and prizes
j.	Flowers and gifts	k.	Transportation and mileage expenses	l.	Expenses for meetings and guest lunches
m.	Machine rental and repairs	n.	Equipment and repairs	o.	Travel and motel expenses
p.	Telephone expenses	q.	Registration and contest fees	r.	Printing expenses
s.	Contributions/Donations/Memorials	t.	Rentals	u.	Landscaping expenses and repairs
v.	Security expenses	w.	Membership dues, fees, and admissions	x.	Refunds/Reimbursements
y.	Transfers to other school activity accounts	z.	Tutoring (Teacher salary)	aa.	Camera, equipment, supplies and processing expenses
bb.	Field trips and expenses	cc.	Graduation expenses	dd.	Ads
ee.	Refreshments, food and meals	ff.	Contracted labor	gg.	T-shirts and clothing items
hh.	Care and upkeep of building and grounds	ii.	Fund raising projects and expenses	jj.	Custodial expenses
kk.	Plaques and awards	ll.	Speakers, assembly, clinicians, instructors and accompanist expenses	mm.	Assessment and testing materials, and reports
nn.	Videos, DVD's and CD's	oo.	Posters and banners	pp.	Cable TV service
qq.	Change for start up money	rr.	Paint	ss.	Computers, software and supplies
tt.	Classroom and office furniture	uu.	Warranty and maintenance agreements	vv.	Facility and grounds improvements
ww.	Disposal of documents/shredding	xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	3-D Art	Project #	980

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.	Fundraising projects & expenses	b.	Meetings & refreshments	c.	Membership dues & fees
d.	Speakers	e.	Awards & scholarships	f.	Local, state & national dues/convention expenses
g.	Registration fees	h.	Cameras, equipment supplies & processing	i.	Banquet & party expenses
j.	Contest fees & expenses	k.	Tickets	l.	Postage & freight
m.	Art supplies	n.	CDS/DVDS, books, & magazines	o.	Printing
p.	Donations	q.	Workshops & clinics	r.	Homecoming expenses
s.	Equipment, repairs & tools	t.	Transportation & mileage expenses	u.	Meals & expenses
v.	Flowers & gifts	w.	Refunds/reimbursements	x.	Transfers to other school activity accounts
y.	Newspaper ads	z.	T-shirts	aa.	Graduation Cords, etc.
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		u.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Teacher's Courtesy Fund	Project #	983

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.	Office supplies and expenses	b.	Freight and postage	c.	Receptions and expenses
d.	Subscriptions	e.	Flowers and gifts	f.	Expenses for meetings and guest lunches
g.	Machine rentals and repairs	h.	Equipment and repairs	i.	Program expenses
j.	Printing expenses	k.	Registration	l.	Contributions/Donations/Memorials
m.	Rental fees	n.	Repairs and landscaping expenses	o.	Refreshments
p.	Lodging	q.	Camera, equipment, supplies and processing expenses	r.	Transportation, mileage and parking expenses
s.	Reimbursements/Refunds	t.	Transfer to other school activity accounts	u.	Refreshments, food and meals
v.	T-shirts and clothing items	w.	Christmas cards	x.	Camera, equipment, supplies and processing expenses
y.	Teacher's lounge supplies	z.	Awards, prizes and appreciation expenses	aa.	Transportation and mileage expenses
bb.	Membership fees	cc.	Fundraising	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	Moore High School	Site #	705
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.	Camera, equipment, supplies and processing expenses	b.	Gifts, awards and scholarships	c.	Contract labor
d.	Supplies	e.	Membership dues	f.	Darkroom supplies and equipment
g.	Membership dues	h.	Banquet expenses	i.	Newspapers and yearbooks
j.	Refreshments, flowers and gifts	k.	Publication expenses	l.	Fund raising projects and expenses
m.	Workshops and registration fees	n.	Critical judging and conference expenses	o.	Custodial expenses
p.	Equipment, furniture and repairs	q.	Transportation and mileage expenses	r.	Paper and photography equipment for workshops
s.	Induction book	t.	Subscriptions	u.	Computer, equipment, software and supplies
v.	Plastic covers and autograph sections	w.	Freight charge, shipping and postage	x.	VCR tapes/DVD's
y.	Refunds/Reimbursements	z.	Transfers to other school activity accounts	aa.	Field trips and expenses
bb.	Speakers stipend and expenses	cc.	Rental fees	dd.	Conference expenses and entry fees
ee.	Tuition	ff.	T-shirts	gg.	Yearbook Spring Supplements
hh.	Graduation Cords	ii.	Donations	jj.	
kk.		ll.		mm	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Moore High School	Site #	705
Account Name	Youth and Government	Project #	995

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.	Registration, meetings and workshop expenses	b.	Transportation and mileage expenses	c.	Postage and freight
d.	Printing expenses	e.	Contributions/Donations	f.	YMCA projects
g.	Speakers and expenses	h.	Supplies	i.	Plaques, awards and prizes
j.	Fund raising projects and expenses	k.	Service Projects and expenses	l.	Custodial expenses
m.	Regalia	n.	Refunds/reimbursements	o.	Transfers to other school activity accounts
p.	Flowers & gifts	q.	Meals & refreshments	r.	Hotel, lodging & parking expenses
s.	Scholarships	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.	