

Let this information help you help us give you what you need for learning and rewarding experience for the children you are educating.

Do not order merchandise or services without an approved purchase order in place, planning will be very important.

For fundraisers, do the following: submit all district fundraiser forms for approval, prior to the fundraiser. Then:

Catalog sales/orders and Book Fairs:

1. Gather orders, when all the orders are in, based on your results create a requisition and get an approved purchase order, **then and only then call your order in to the vendor.**
2. If there is no money in the student activity fund and you still want to do a fundraiser, you may have a prepaid fundraiser, where you sell your product and it is prepaid. First submit all district fundraiser forms for approval, to get approved for the fundraiser. Once the Selling Drive is finished and you have totaled your sales and have collected the monies and made the deposit, have the campus personnel in charge of creating requisition to create the requisition and get an approved purchase order and then and only then call in the order to the vendor.

Food Sales/orders: BBQ, candy apples, etc.

1. Sell your Tickets and collect monies, deposit and create the requisition based on your tickets sold and get an approved requisition, then and only then call the order to the vendor.

This applies to all fundraisers, an approved purchase order must be in place before any order to buy is given to a vendor.

