

Godley Independent School District Sponsor Responsibility Form

1. I understand that I will be making collecting funds and making financial commitments on behalf of Godley ISD and will strive to obtain the best value for Godley ISD.
2. I have read and will follow the Godley ISD Activity Fund Account Manual. Failure to do so could be considered as misappropriation of Godley ISD funds. Failure to comply with the policies and procedures may result in corrective action, up to and including termination.
3. I will not make purchases on behalf of Godley ISD. I will not enter into any verbal agreement or sign any agreements with vendors on behalf of Godley ISD. I will request a purchase Order prior to any purchase.
4. I agree that should I violate the guidelines in the Godley ISD Activity Fund Manual, Godley ISD shall have the right to deduct any amounts owed, including but not limited to charges incurred from collection agencies, internal administration costs, court costs, etc., from my paycheck or final paycheck.

Employee Name (Print)

Campus Name and Name of Club

Employee Signature

Date

TM