Waco Independent School District
Business Services Department

Fundraiser Start-Up Change Request Form

Campus: _____
Name of Event: _____
Date(s) of Event: _____
Amount Requested: _____
Payee Name (person to cash check): _____
Principal Approval Signature: _____
Date of Principal's Signature: _____

Please complete this form in its entirety and email it to Sherry Bible. Upon receipt of this form, an employee advance will be created that can be cashed by the payee and used for start-up change for your event. Please submit your request timely. Checks are processed Thursday morning of each week.

Please do not deposit these funds with the fundraiser proceeds. Please deposit the start-up change into the 461.00.1101.00.XXX.00.000 using the drop down for start-up change.

For questions regarding this process, please email sherry.bible@wacoisd.org. Thank you.