

REQUEST

FOR FUNDRAISING FORM



OFFICE OF BUSINESS ADMINISTRATION

PROVISO TOWNSHIP HIGH SCHOOL DIST. 209

DATE:

PROPOSED DATE(S) OF SALE:

SPONSOR(S):

CLUB/ACTIVITY/SPORT:

ALL SECTIONS MUST BE COMPLETED – ANY SECTION LEFT BLANK WILL BE RETURNED

Items(s) for Sale:

⚠ *What is being purchased?*

Briefly describe items to be sold:

⚠ *Include the purchase price of items*

Description of payment terms:

⚠ *Attach company's offer/quote and explain above: How will supplies be acquired?*

Are these materials to be ordered on Consignment?

☐ YES☐ NO

(Place an "x" in the appropriate box)

I understand and agree to the following terms required by Proviso Township High Schools District 209 if this sale is to be approved:

- A. All fundraising activities are subject to District 209 regulations.
 - B. A copy of this approval form must accompany a Student Activity requisition for the amount of the entire order.
 - C. All monies must be deposited in the Business Office daily.
 - D. Prizes offered as incentives must be ordered through the Business Office and paid for with monies deposited.
 - E. A complete accounting must be filed with the BO within five (5) days of completion date of sale.
 - F. A copy of this form MUST be attached with every SA requisition concerning this sale.
- The Business Office is not responsible to maintain or resubmit copies for SA requisitions.

Signed _____ Date _____

Sponsor

Signed _____ Date _____

Athletic/Student Activity Director

APPROVED SIGNATURES (Business Office Use Only)

Signed _____ Date _____

Student Activity Bookkeeper

Signed _____ Date _____

Director of Accounting/Business Manager

THANK YOU FOR YOUR INFORMATION

PTHS209.ORG