

REQUEST FOR APPROVAL OF STUDENT FUNDRAISING ACTIVITY

Organization: _____ Date: _____ Campus: _____

Product(s) to be sold: _____

Vendor: _____ Projected Expenses \$ _____

Are items taxable? (See Bookkeeper for listing) Yes: _____ No: _____

Who is responsible for collecting taxes? Vendor: _____ School: _____

Will you have a tax-free sales day? Yes _____ If so, what date: _____ No _____

- Consult Board Policy FJ(LOCAL) and FJ(REGULATION) for limitations on which groups can have fundraisers and the number of allowed fundraisers. Contact the Principal or Assistant Superintendent with questions regarding policy.
- Items sold at a fundraiser must be purchased tax-free by issuing a Texas Sales Tax Resale Certificate to the vendor. See Bookkeeper for form. To qualify as a one-day tax-free fundraiser, items must be delivered to the buyers on a single day. Orders and/or collections can be taken over an extended period before delivery is made.
- All money collected must be turned in to the Bookkeeper daily for safekeeping. All disbursements must be made with an activity fund check, not from un-deposited cash.

Expected profit from this fund raiser: \$ _____

Profit to be used for: _____

Sale of items will be from: _____ to _____ (time) on _____ (dates).

Sale will be held at: _____ (describe exact location).

I realize that a Financial Recap is due in the Bookkeeper's office one (1) week after completion of fundraiser. See Bookkeeper for form.

Signature of Sponsor: _____ Date: _____

Principal's Approval: _____ Date: _____

Exceptions to FJ(REGULATION) require approval from the Assistant Superintendent.

Asst. Superintendent: _____ Date: _____

Approved Denied