

FUNDRAISING REQUEST FOR APPROVAL

Staff Name:

Date Submitted:

Activity/Class/Organization:

Description of the Fundraiser:

Fundraiser Start Date:

*Fundraiser End Date:

*All receipts must be submitted to the school bookkeeper within one business day of fundraiser end date.

Cash Box Needed? Yes No

P.O. Needed? Yes No

If a P.O. is needed, include name and address of supplier:

Name:

Address:

City, St, Zip:

For Office Staff Only:

A.D.: Approved Denied Date

Principal: Approved Denied Date

Bookkeeper: Received Date

P.O. will be issued upon receipt of collected funds.

P.O. issued prior to start of fundraiser.

PO Number:

Issued Date:

Reviewed _____ Revised _____