



SPEARMAN ISD

Fundraiser Approval Form

Campus: _____ Date: _____

Teacher/Sponsor: _____ Group: _____

Purpose of Fundraiser/Activity: _____

Description of product or Activity: _____

Is this a Taxable Sale: Y__N__ If yes, is this one of your two tax-free days for the year? Y__N__

Fundraiser/Activity Location: _____ Facility usage request submitted? Y__N__

Start and ending date of sale/activity: start _____ end _____

Vendor Name: _____ Contact: _____ Phone: _____

Once fundraiser/activity is approved, submit a PO for the expense to be incurred.

I certify that I will exercise strict control over all products and funds in my possession and will remit all collections on a daily basis to the Secretary/Business Office. I will notify the Business Office promptly of all outstanding debts so that appropriate action may be taken. I realize that any losses due to my failure to follow established rules and procedures may become my personal responsibility.

Sponsor's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

FINANCIAL RECAP

Total Collections/Cash Receipts	\$
Total Expenses (merchandise, sales tax, prizes, etc.)	\$
Net Income (A minus B)	\$
Status of Remaining Inventory	

Sponsor's Signature Date Business Office Signature Date

NOTE: The Financial Recap portion must be completed within ten days of the last day of the fundraiser and turned in to the Business Office.

School districts are not allowed to hold raffles as fundraisers according to Texas Attorney General Opinion JM-1176 (1990)