



Internal Accounts

Request to Engage in a Fund-Raising Activity

School: _____

We, _____ request permission to conduct a: Bake Sale Candy Sale Shirt Sale Car Wash Other: _____

(describe)

on _____
sale period: day(s) date(s) time(s)

at _____ to be completed by _____
location(s) date

THE PURPOSE for raising funds is (must comply with School Board Policy):

Projected cost and selling price on merchandise sales:

- A. Anticipated TOTAL cost of merchandise (including freight & FL sales tax) \$ _____
B. The sales unit is _____
C. Total units _____
D. Cost per sales unit (A ÷ C) \$ _____
E. Selling price per sales unit \$ _____
F. Potential Sales (C x E) _____
Anticipated Profit (F-A) _____

Reporting Sales and Supporting Sales Records:

We have reviewed sales record forms and procedures with the secretary/bookkeeper. We agree to keep prescribed records, account for all units of merchandise received, and follow policies and procedures for prompt collecting and reporting. INTERIM SALES REPORTS WILL BE SUBMITTED MONTHLY UNTIL THE FINAL REPORT IS SUBMITTED.

Teacher/Sponsor
President of Organization
Other adult supervisors are:

Approved _____ Denied _____
Date Date
Principal Signature
Student Activities Director Signature

BOARD APPROVAL of the purpose for raising funds, when required, must be received before fund-raising activities can be authorized. Requests should be submitted as required by School Board policy. All fund-raising activities must be supervised at all times by one or more adults. ALL money must be deposited in the proper account in Activities Funds. All required forms (sales report, log of fund-raising events approved, interim sales report, record of items issued and monies collected) must be prepared.



Business Services Division
Sales Report – Sales Event #

School Name: _____ Sponsoring Group: _____

Type of Merchandise/Activity: _____ Sales Unit: _____

Purchased From: _____

Quantity Bought: _____ Units X \$: _____ ea. = Total Cost \$: _____
(purchase price)

(Units must be expressed and accounted for in terms of the individual sales unit, not in cases, etc. Total cost and unit cost must include freight and Florida sales tax.)

Potential Maximum Sales:

Quantity Bought: _____ Units X \$: _____ ea. = Total Cost \$: _____
(selling price)

Sales Collections:

Table with 3 columns: *Official Receipt No / Amount, *Official Receipt No / Amount, *Official Receipt No / Amount. Each column contains 7 rows of blank lines for data entry.

Units sold _____ Total Sales Receipts \$ _____

Difference (if any) \$ _____

*List additional receipts on reverse

(Total due less total)

I certify that any difference is due to:

Three horizontal lines for providing a reason for any difference.

Signed (Sponsor): _____ Date: _____

Verified (Bookkeeper): _____ Date: _____