

Pine Tree ISD

Fund Raising Application and Financial Recap

_____ Booster Club / PTA Fundraiser
 _____ Campus Activity Fundraiser
 _____ Student Activity Fundraiser

Campus _____ Date _____

Sponsor _____ Activity _____

Describe the purpose of this sale _____

Describe the product or activity _____

Sales/activity location _____

Targeted customer _____

Start and end date of sale/activity _____ Time _____

Vendor _____

Company Name

Representative

Phone Number

Have all outstanding debts from previous activities been collected? Y _____ N _____ \$ _____

Amount Outstanding

Budget code _____

Estimate the Following:

Approximate cost per item/activity _____

Sales price per item/activity _____

Estimated profit _____

Percentage profit _____

Is this sale taxable? Y _____ N _____

If taxable and if eligible, will this sale count as one of the two tax-free sale days? Y _____ N _____

1st or 2nd tax free sale? _____

I certify that I will exercise strict control over all products in my possession and will remit all collections on a daily basis to the secretary/bookkeeper. I further certify that I reviewed and read the sponsor supplement and signed the Responsibilities of Faculty Sponsors of Student Groups Acknowledgement form. 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.

Submitted by _____
Sponsor _____ Date _____

Review by _____
Bookkeeper _____ Date _____

Approved by _____
Director _____ Date _____

Approved by _____
Booster Club / PTA Representative _____ Date _____

Approved by _____
Principal _____ Date _____

Approved by _____
Asst. Supt. for Bus. & Fin. _____ Date _____

Fund Raising Recap

Due in Business Office within 10 days of ending sale/activity

Total deposits _____

Quantity of Inventory Received _____

Less: Total cost of sale _____
(invoice)

Less: Inventory Sold _____

Less: Inventory Giveaway** _____

Net profit _____

Inventory Remaining _____

**Explanation for Inventory giveaway must be attached.

Sponsor _____ Date _____

Principal _____ Date _____

Bookkeeper _____ Date _____