

FUNDRAISER PROJECT FORM

Complete top section of this form, get approval signatures and attach your requisition. When your fundraiser has been approved this form will be returned to you with your purchase order. Complete this form at the conclusion of fundraiser and return to the Treasurer's Office.

Activity Fund: _____ Fundraiser Project: _____

Fundraiser Start Date: _____ Fundraiser End Date: _____

Description of Fundraiser Project:

Online fundraiser or Order Form Fundraiser (circle one)

Vendor Name: _____

Vendor Address: _____

Vendor Telephone: _____

Proposed Revenue: _____

Proposed Expenses: _____

Proposed Profit: _____

Fundraiser Approval Signatures: Principal Signature: _____

Advisor Signature: _____

Treasurer Signature: _____

Complete this section during & after the project

Receipt #: _____ \$ _____ Receipt # _____ \$ _____

Receipt # _____ \$ _____ Receipt # _____ \$ _____

Receipt # _____ \$ _____ Receipt # _____ \$ _____

Receipt # _____ \$ _____ Receipt # _____ \$ _____

Sub-Total Receipts: \$ _____

Expense # _____ \$ _____ Expense # _____ \$ _____

Expense # _____ \$ _____ Expense # _____ \$ _____

Expense # _____ \$ _____ Expense # _____ \$ _____

Expense # _____ \$ _____ Expense # _____ \$ _____

Sub-Total Expenses: \$ _____

Net Profit: \$ _____

Advisor Signature _____ Date _____

Advisor to sign & return this form to the Treasurer's Office at the conclusion of fundraiser.