



## ***FUNDRAISER APPROVAL FORM***

Sale Coordinator: \_\_\_\_\_

Club: \_\_\_\_\_

Vendor: \_\_\_\_\_

Anticipated Profit: \_\_\_\_\_

Anticipated Total Sales: \_\_\_\_\_

Beginning Sale Date: \_\_\_\_\_ Ending Sale Date: \_\_\_\_\_

Unsold Inventory: \_\_\_\_\_

### Guidelines:

1. Every sale must be pre-approved by the principal
2. It is absolutely necessary every penny of money has a paper trail. If money is used for a purchase, a receipt must be turned in to the office.
3. All transactions must go through the Activities Account
4. Be sure you get a receipt when you turn in money to the office for a deposit

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date