

# 705.50E1 Fund-Raising Request for Approval

Friday, August 11, 2023

## FUNDRAISING REQUEST FOR APPROVAL

Staff Name:

Date Submitted:

Activity/Class/Organization:

Description of the Fundraiser:

Fundraiser Start Date:

\*Fundraiser End Date:

\*All receipts must be submitted to the school bookkeeper within one business day of fundraiser end date.

Cash Box Needed?

Yes

No

P.O. Needed?

Yes

No

If a P.O. is needed, include name and address of supplier:

Name:

Address:

City, St, Zip:

-----  
**For Office Staff Only:**

A.D.:

Approved

Denied

Date

Principal:

Approved

Denied

Date

Bookkeeper:

Received Date

P.O. will be issued upon receipt of collected funds.

P.O. issued prior to start of fundraiser.

PO Number:

Issued Date: