

# ACTIVITY FUND PROCEDURES

There should be a detailed record of every activity fund transaction, debits and credits.

## REQUESTING PAYMENTS

Organization sponsor completes Activity Fund Request for Payment and submits to campus principal for approval.

1. As much as possible, funds should be made payable to vendors as opposed to reimbursing school employees.
2. Details of expense should be specific.

### EXAMPLES:

- Pickle purchase for fundraiser sales.
- Pink pom-poms for use during breast cancer awareness month.
- Food for teacher appreciation Christmas lunch, approximately 25 people.
- Refreshments to sell at Relay for Life.
- Support banners to display at football games.

3. Every request should include documentation to back-up the amount requested for audit purposes.

### EXAMPLES:

- An itemized invoice.
- A printed copy of an itemized online shopping cart. \*
- A copy of a catalog page. \*
- A printed copy of a web page showing ticket prices per person. \*\*
- A printed hotel confirmation detailing the daily room rate. \*\*

\* Following the purchase, a packing slip should be attached to the paperwork.

\*\* Following the trip, an itemized paid receipt should be attached to the paperwork.

## DISBURSEMENT FORMS

Organization sponsor needs to return a completed disbursement form to the school secretary if cash or gift cards are awarded from activity funds.

## DEPOSITS

Organization sponsor completes Activity Fund Deposit Form and submits to campus secretary for processing.

1. Reason for the receipt of funds should be specific.

### EXAMPLES:

- Yearbook sales.
- Organization dues.
- Caring Is Sharing donation for indigent expenses.
- Candy sales.
- Car wash on May 10, 2013.

2. Complete one deposit form for each fundraising activity, do not mix funds.





# ACTIVITY FUND REQUEST FOR PAYMENT

*High School*       *Middle School*       *Intermediate School*       *Elementary School*

Date of Request: \_\_\_\_\_

Date Check Needed: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Code: \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

MAIL FOR ME

RETURN TO ME

Details of Expenses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If funds are being requested for a party, conference or convention, please include:*

Event: \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Print Sponsor Name: \_\_\_\_\_ Sponsor Signature: \_\_\_\_\_

*If funds are being requested for cash or gift cards which will be distributed to students/staff, a signed disbursement form will need to be submitted to the office following the event.*

\_\_\_\_\_

**CHECKS ARE NOT WRITTEN UNTIL REQUEST IS APPROVED BY PRINCIPAL**

Approved

Denied

Principal Signature \_\_\_\_\_

\_\_\_\_\_

Check Number: \_\_\_\_\_ Date Check Written: \_\_\_\_\_