

Fundraiser Info:

The forms must be filled out completely:

Things commonly left off -

- Activity = what group is it (Library, Campus, Crime stoppers, STUCO, etc....)
- Start/End Date
- Budget Code
- Is this sale taxable?

Tangibles:

Two tangibles allowed per activity -

- Tangible = “door to door” sales or anytime you get an item in return (food sales, cups, discount cards, t-shirts, yearbooks, brochure sales, student made art, media guides, etc....)
- Intangible = Service-Oriented (car wash, collection of donations, advertisement on banners, jump rope for heart, parking/painting permits, entry fees, etc.....)

Is it taxable?

- Brochure sales (ask vendor if he added tax to items, reference back to the Financial Info Resources Manual, page 37)
- T-shirt sales (make sure the vendor adds tax to the quote and/or invoice, t-shirts are always taxable)
- **GET THE ABOVE TWO ITEMS IN WRITING FROM VENDOR**
- Food sold as a fundraiser is **NOT** taxable

Recaps are due within 10 days of receipt of invoice.

The fundraiser serves as the checklist, this is why everything needs to be filled out completely. Send the agreement, if vendor requires one, I will get the signatures required and process with the fundraiser form. No contract checklist is required. Booster Clubs are responsible to sign their agreements.

If you have a large amount of money to count, I am more than willing to come help you. Fundraisers are audited yearly, this is why we strive to do the best we can.

*****You can find more information on the website: Business Office – Forms & Resources – Manuals – Financial Info Resources Manual 2018-2019 – starting on page 36*****