

REQUEST FOR FUND RAISING PROJECTS

DATE _____ ACCOUNT NAME _____ # _____

!!!! IMPORTANT – PLEASE READ !!!!

A purchase order request must be filled out and approved **BEFORE** any orders are made for approved fundraisers. Requests for all purchases require approval from the building principal and the superintendent before they can be processed. Requests for purchases of \$2,000.00 or more require School Board Approval.

(1) Source of Fundraising _____
 Items to be sold _____
 Date to be held _____
 How profit will be spent _____

(2) Source of Fundraising _____
 Items to be sold _____
 Date to be held _____
 How profit will be spent _____

(3) Source of Fundraising _____
 Items to be sold _____
 Date to be held _____
 How profit will be spent _____

_____, Sponsor(s)
 _____, Principal/Supervisor
 _____, Superintendent

Approval Date _____ Disapproval Date _____