**WESTFALL LOCAL SCHOOL DISTRICT**

 **FUND RAISING / SALES PROJECT CHECKLIST**

 **Step**

**Completed**

 **\_\_\_\_\_\_\_** Obtain your building principal’s or Athletic Director’s approval for fund raising project.

\_\_\_\_\_\_\_ Complete the top portion of the “Sales Project Potential Form”

\_\_\_\_\_\_\_ Submit the “Sales Project Potential” form for to your building principal or Athletic Director

 for approval.

\_\_\_\_\_\_\_\_ The Building Principal or Athletic Director will submit the “Sales Project Potential” form to the

 Superintendent and Treasurer for their approval.

\_\_\_\_\_\_\_\_ The “sales Project Potential” form will be returned once it is approved by the Superintendent and

 Treasurer.

\_\_\_\_\_\_\_ Complete a requisition for each vendor in process maker for the items you will need to order.

 Quantity to be ordered – if exact number is not available, provide an estimate. Always guess high

 on the amount of the estimate, If this is a project which has been done before, you could use

 the results of previous projects.

\_\_\_\_\_\_\_ If your fund raiser requires a contract, send us the original contract, along with the

 requisition. Please keep a copy of the contract for your file.

\_\_\_\_\_\_\_\_ When the purchase order(s) have been issued you can place your order(s). DO NOT PLACE

 ORDERS UNTIL THE PURCHASE ORDER(S) HAVE BEEN ISSUED.

\_\_\_\_\_\_\_\_ Submit deposits and Form B to the Treasurer’s office daily once duel verification is obtained.

\_\_\_\_\_\_\_\_ Approve the purchase order on a timely basis once you receive all the items. Please report any

 problems to the Treasurer’s Office immediately.

\_\_\_\_\_\_\_\_ At the end of the project, complete the “Sales Project Potential” portion and return to the

 Athletic Director or Principal for approval.

\_\_\_\_\_\_\_\_ After receiving the proper approval submit the “Sales Project Completion” portion and return to the

 To the Treasurer’s Office for final approval

KEEP ALL RECORDS FOR A PERIOD OF FOUR YEARS. This includes each student’s order forms, copies of deposits, receipt and expenditure spreadsheets, notebooks, copies of contracts if applicable, and copies of invoices.

State Auditor’s Office requires four years of records retention on student activities fund raising events.