

**GADSDEN CITY SCHOOLS
FUNDRAISER REQUEST**

Fiscal Year _____

All fundraisers must be authorized in writing by the Principal.

*Per board policy, fundraisers involving Gadsden City Schools must be authorized in writing by the Principal. Failure to follow proper accounting policies may result in administrative action and reporting to Members of the Gadsden City Board of Education, Chief Financial Officer and Superintendent, **as per Act #2006-196, School Fiscal Accountability Act and the responsible party will be held liable for any expenditure incurred.***

Fundraiser Description _____ Date _____

Name of organization to receive proceeds _____ Activity # _____

CHECK ONE:

This fundraiser will begin on _____ and conclude by _____

I understand, within **ten days** of completing this fundraiser, I must submit a Fundraiser Reconciliation / Accountal Report to the school bookkeeper.

OR

This will be an on-going fundraiser for this school year.

I understand I must submit a Fundraiser Reconciliation/Accountability Report to the school bookkeeper at least **one week prior** to the close the fiscal year.

In Colmun A, list # of individual items, NOT the number of cases

Name of Vendor to be Paid	Description of Items to be sold (or services)	A	B	C	D	E
		Qty Items Ordered	Cost Per Item	Total Cost (A x B)	Selling Price per Item	Estimated Profit (A x D)
TOTAL						\$

(Attach brochure or list if applicable.)

Signature of Sponsor _____ Date _____

Principal's Action: _____ **Approved** _____ **Denied**

Principal's Signature: _____ **Date** _____

Reconciliation (Attach copy of detailed invoice)

TOTAL INCOME _____

EXPENDITURES - _____

TOTAL PROFIT _____

Explain any loss or unsold inventory

My Signature certifies the information above includes all funds derived from this fundraising project.

Sponsor's Signature _____ Date _____

Verified by Bookkeeper _____ Date _____

Reviewed by Principal _____ Date _____