

# GADSDEN CITY HIGH SCHOOL FUNDRAISER REQUEST

# \_\_\_\_\_

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 \_\_\_\_\_

Organization to receive proceeds \_\_\_\_\_ Activity # \_\_\_\_\_

Purpose: \_\_\_\_\_

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

In Column 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 \_\_\_\_\_

Approved by:

Principal's Signature \_\_\_\_\_

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 \_\_\_\_\_

Verified by Bookkeeper \_\_\_\_\_

Reviewed by Principal \_\_\_\_\_

**SUBMIT**