

MELISSA ISD PERMISSION REQUEST FOR A MONEY-RAISING ACTIVITY

PERMISSIONS:

Fundraiser Date: _____

School: _____ Program/Club: _____ (if activity fund)

Person Requesting: _____

Specific Purpose: _____

Do you want to promote on the website/social media? Yes No**IF SELLING A PRODUCT, COMPLETE THE FOLLOWING:**

Description of Product(s): _____

Vendor used to Purchase Product(s): _____

I, _____,

have requested permission to conduct a money-raising activity and follow Campus Cash Handling Procedures. I will be responsible for the accountability of all monies collected. At the conclusion of the money-raising activity and I will turn in all funds raised and records to the Cash Collection Point. I accept responsibility for the Sales Tax collection and cash collections involved.

(Signature of Person Requesting)_____
(Date)_____
(Approval of Campus Principal)_____
(Date)_____
(Approval of Community Outreach Director)_____
(Date)

FINANCIAL RECAP:

A: Total Sales/Collections: \$ _____

B: Expenses: (_____)

C: Actual Income: (A minus B) \$ _____

Status of any remaining inventory: _____

(Signature of Initial Cash Recipient)_____
(Signature of Cash Collection Point Designee)