

Pitt County Schools Fundraiser Approval Form

Date of Application: _____

Sponsored by: _____ (Club/Class/Sport)

Name of Responsible Party: _____

******(Responsible for collecting, receipting, securing and submitting funds to bookkeeper)

Name of Vendor (if applicable): _____

Proposed date(s) of activity: From ____/____/____ thru ____/____/____

Detailed description of fundraiser (include costs):

Intentions of proceeds:

(Circle Y or N) Will you need a cash box? **Y / N** Will you need number generated tickets? **Y / N**

The signing of this document validates that I understand and agree to adhere to the following:

- A. Funds collected are receipted and submitted to bookkeeper daily.
- B. Funds collected after school hours should be locked and secured on campus.
- C. Vendors must submit invoice for commission payments.
- D. Responsible party must seek approvals to extend fundraiser dates.
- E. Approval for fundraising(s) must be followed in this order:
 - ❖ **A/P** (Designated Assistant Principal) - For authorization or **(For Athletics-A.D.)**
 - ❖ **Bookkeeper** – Consultation for financial procedures
 - ❖ **Principal** – Approval (**No** fundraisers are to be conducted without principal's approval)

Responsible Party: x _____ Date: _____

Admin Designee: x _____ Date: _____

Principal (Approved) or (Denied): x _____ Date: _____

Bookkeeper – Consultation completed: x _____ Date: _____