



# FUNDRAISER APPROVAL FORM



**FIRST, ARE THEY ON THE APPROVED VENDOR LIST:** \_\_\_\_\_

Campus Activity Account conducting fundraiser: \_\_\_\_\_

Company that you are purchasing through: \_\_\_\_\_

What type of product is being sold: \_\_\_\_\_

Is this product taxable or non-taxable: \_\_\_\_\_

Est. Revenue: \_\_\_\_\_ Est. Cost: \_\_\_\_\_ Est. Profit Margin: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Deposit Date: \_\_\_\_\_

Does the Company require a signed **CONTRACT** or **AGREEMENT**? \_\_\_\_\_  
**(IF YES, THE CONTRACT OR AGREEMENT MUST BE SENT TO THE  
ADMINISTRATION OFFICE TO BE SIGNED BY SUPERINTENDENT  
PRIOR TO BEGINNING FUNDRAISER)**

\_\_\_\_\_  
SPONSOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINICPAL'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERINTENDENT'S SIGNATURE

\_\_\_\_\_  
DATE

**ALL THREE SIGNATURES MUST BE IN PLACE AND A PURCHASE ORDER  
MUST BE ISSURED THROUGH THE BUSINESS OFFICE PRIOR TO  
BEGINNING FUNDRAISER**