

AUTHORIZATION TO COLLECT GENERAL SCHOOL FUNDS

NAME OF ACTIVITY _____

I have designated _____
to take charge and have the responsibility for the above names activity and to collect from the students all monies related to this activity in accordance with the following schedule:
(Exception: The following schedule is **not** needed if the activity is a G.O. Store engaged in the sale of general merchandise).

A. CALCULATION OF ANTICIPATED GROSS INCOME:

Item/Description	Unit Selling Price	Anticipated Sales
#	@	=
#	@	=
#	@	=
#	@	=

B. ANTICIPATED GROSS SALES: \$ _____

C. CALCULATION OF ANTICIPATED EXPENSES:

Item/Description	Unit Purchasing Price	Anticipated Expenses
#	@	=
#	@	=
#	@	=
#	@	=

D. ANTICIPATED GROSS EXPENSES: \$ _____

E. ANTICIPATED PROFIT (B-D): \$ _____

The person designated will perform the following:

- Turn over this form and all money collected to the school treasurer for deposit. No deduction for expenses should be made from this amount.
- Keep all necessary records (receipts, invoices, packing slips, etc...)
- Render a full accounting of funds ("Final Statement at Conclusion of Revenue Producing Activity") to the school treasurer at the end of the specific fundraising activity or at the end of the term/period, whichever is applicable.
- **Compare the Anticipated Gross Sales and Raised Amounts. An explanation should be provided if the discrepancy is greater than zero.**

I accept the terms and conditions as outlined above.

SIGNATURE OF DESIGNEE/ADVISOR

DATE

Approve by:

PRINCIPAL

DATE