

**PERRY LOCAL SCHOOL DISTRICT
REQUEST FOR FUND RAISING ACTIVITY**

Activity Program Number _____

Activity Fund Number _____

Date _____

Purpose of Fund Raiser _____

Date of Fund Raiser

Starting _____

Ending _____

Type of Fund Raiser (please check 1)

Purchase of Commercial Products for Resale

Service Project (ie: Car Wash, Lift-a-Thon)

Special Events (ie: Concert) _____

If the fund raiser is for the Purchase of Commercial Products for Resale, please indicate the product(s) to be sold;

If the fund raiser is the Purchase of Commercial Products for Resale or if you need any purchase orders for items for your fund raiser (ie: tickets, supplies for car wash), please complete the following:

Name of Vendor(s) and Address:

Vendor

Address

City

State

Zip

Estimated Amount

Advisor Signature _____

Approved

Not Approved

Principal's Signature _____

Date _____

Acknowledged – Superintendent _____

Date _____

Acknowledged – Treasurer _____

Date _____

Purchase Order(s) Assigned _____

*****INSTRUCTIONS ON REVERSE*****

**PERRY LOCAL SCHOOL DISTRICT
REQUEST FOR FUND RAISING ACTIVITY**

INSTRUCTIONS

- 1 Complete **Request for Fund Raising Activity** before project commences.
- 2 Submit **Request for Fund Raising Activity** to Building Principal for approval.
- 3 Building Principal forwards Request to Central Office.
- 4 Superintendent and Treasurer acknowledge receipt of request.
- 5 Purchase orders are assigned to requisitions.
- 6 Copies of **Request for Fund Raising Activity Form** are returned to the Originator, Building Principal and Building Secretary/Clerk. Purchase order copy is attached to Originator copy.