



BERNALILLO PUBLIC SCHOOLS

REQUEST FOR FUNDRAISER APPROVAL

***THIS FORM MUST BE COMPLETED, APPROVED AND FUNDRAISER NUMBER ASSIGNED PRIOR TO THE FUNDRAISING ACTIVITY**

- A copy of this form must be included with your deposit -

School Requesting Fundraiser and Activity Title

(NOTE: Funds raised by students must be deposited into student accounts only.)

Type of Fundraiser: (include service or supply to be sold)

Funds will be used for: _____

Activity account that funds will be deposited into: _____

Fund Number

Fund Name

My Fundraiser involves food sales during school hours. Will require the USDA Smart Snacks in School Guidelines and approval from Food Services Director.

Food Services Director's Approval Signature

Date

Dates inclusive: From: _____ To: _____

Will a purchase order for this Fundraiser be issued to the company for Disbursement? Yes or No

If so, please fill in the Vendor Name: _____

Vendor must be active in Visions

NOTICE: After you receive approval to conduct the fundraiser; your next step is to process a requisition for Purchase Order approval and issuance. *Reference "Fundraiser" on requisition and attach approval. The fundraiser request and purchase requisition will be denied if the respective Activity Account does not contain the full amount necessary to issue the purchase order (if required).*

Total Estimated Expenditures: _____ Total Estimated Revenue: _____

(Estimated Expenditures and Estimated Revenue must be an amount example: \$400.00; not \$10.00 each to \$25.00 each) (Also - PLEASE EXPLAIN Expenditures if they are \$0.00)

NO CASH ALLOWED: GoFan must be used. Please initial here => _____

NOTICE: Signature below denotes Sponsor agrees to follow all receipting and depositing procedures, including purchasing and disbursement requirements. Financial Activities are subject to internal and external audits and to PSAB 18 and penalties of law.

Print Name and Signature

Date

FOR OFFICE USE ONLY

Approved	Denied	Site Administrator/Designated Signature	Date
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Approved	Denied	Purchasing Specialist's Signature	Date
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Approved	Denied	Finance Director's Signature	Date
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Approved	Denied	Superintendent's Signature	Date
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