

PENN CAMBRIA SCHOOL DISTRICT

REQUEST FOR APPROVAL OF FUND RAISING PROJECT

Today's Date		
Club or Organization Name		
Grades Involved		
Supervising Advisor		
Date Sale Begins		
Date Sale Concludes		
Financial Goal <i>(Submit financial report on Page 2 upon conclusion of activity).</i>		
Reason for Conducting Fundraiser	<hr/> <hr/> <hr/> <hr/> <hr/>	
Description of Activity / Nature of Project / Items for Sale, Etc.	<hr/> <hr/> <hr/> <hr/> <hr/>	
Required Signatures		
	Signature	Date
Sponsor		
Principal's Approval		
Superintendent's Approval		

Distribution of Form:

Original to Principal
 Approved/disapproved to Sponsor
 If approved, copy to Business Office

SALES TAX: Items purchased for resale to raise funds ARE TAXABLE. The sales tax must be paid at the time of purchase OR collected from the customer when the item is sold. Paying the vendor and building the sales tax into the selling price is the recommended practice.

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FUND RAISING PROJECT - FINANCIAL REPORT

(Advisor must submit this report to the Business Office promptly upon conclusion of the activity).

Gross revenues from fund raiser	
Less expenditures and costs	
Equals net profit	
Attest by Advisor	
Date	

Distribution of Form:

Original to Business Office