

Shepherd Independent School District Fund Raising Form

Organization _____ Sponsor _____

Current Balance in Fund \$ _____ Campus _____

Fund Raising Event _____

Name of Company _____ () _____

Company Name & Phone

Street Address

City

State

Zip

Items to be sold _____

Date of beginning sales _____ Ending date of sales _____

Approved _____ Denied _____

Reason if denied _____

Once an organization or sponsor has decided on a definite fund raising event, this request form must be submitted to the building principal. Within 48 hours, the sponsor will receive notice that the request has been approved, denied, or approved with minor date changes.

Upon approval, the sponsor must then submit to the principal a completed purchase requisition form for all merchandise to be ordered or purchased. Failure to do so will place the responsibility for all costs on the sponsor personally.

NOTE: ALL cash or checks received during the fund raising event must be deposited in Peoples State Bank daily.

Signature of Principal Date Received Date Returned

For Office Use Only

[] Approved [] Denied _____
P.O. Number

Superintendent Date Received Date Returned