SCHOOL ACTIVITY FUND REQUISITION AND REPORT OF TICKET SALES

School						Event			
Activity Acco	ount					Date			
						2			
				TICK	ET REQUISITIO	N			
This is to ack	mowledge recei	ipt of the tickets to be	e sold for the event	listed above The	first ticket numbe	er sold (not the o	ne attached to this	form) is recorde	d in Column B
		er will be recorded i					for chan		
			_	_	_			_	_
								0001	
Attach full a	nd <u>unsold</u> start tickets here.	and end					Person In Charge	e Of Sales	
	tickets here.		<u></u>	REI	PORT OF SALES				
		A	В	C	D	E	F	G	Н
		Ticket Color	Beginning Ticket No.	Ticket Seller Initials	Next Available Ticket No.	Ticket Seller Initials	No. of Tickets Sold (D-B)	Price Each	Total (F x G)
		Ticket Color	TICKET NO.	Illitials	Ticket No.	Illitiais		Trice Each	Total (F X G)
Advance	Adults						0		
Sales	Students						0		
GATE	Adults						0		
1	Students						0		
GATE	Adults						0		
2	Students						0		
GATE	Adults						0		
3	Students						0		
GATE	Adults						0		
4	Students						0		
							=		-
	Checks					Total Sales	,		
	Currency Coin					Change Return			.
	Total		1			Total Cash	ort	0	
	Total					Total Cush			1
	Person in Cha	arge of Sales:				RECEIVED B			
		Ticket Taker:					School Treasurer	•	
		richet runer.				_			

 $[\]boldsymbol{*}$ Form and money must be turned in to school treasurer the first work day following the event.

SCHOOL ACTIVITY FUND FUNDRAISER APPROVAL

School	
Activity Account	
External Support/Booster Organization	
Name of Fundraiser	
Sponsor	
Date Submitted	
Purpose of fundraising activity:	
Items to be sold:	
Beneficiary of fundraising activity:	
Date(s) scheduled:	
Names of adult supervisors at activity (chaperones, custodians, etc.):	
Athletic Fundraiser	Yes No
If yes, sport involved:	
Corresponding sport participating in fundraiser?	Yes No
Coaches Signature (corresponding sport)	 Date
O THE TAX TO BE TO THE TOTAL T	
Circle One: Approved Not Approved	
	Date
Principal	Date
SBDM Council (If Council Policy)	Date
Superintendent (If School-Wide Fundraiser)	Date

SCHOOL ACTIVITY FUND FUNDRAISER WORKSHEET

~						1	
School							
Activity Acc	count						
Fundraiser							
1. Total Co	ount of Items	s to be sold]		
2. Item	Count x	Sales Price	=	Budget Sales			
				0	3		
				0)		Total Budgeted Sales
				0)		0
	0	Total count	must equa	l Line 1.	_		
3. Receipts							
Date	Am	ount	Date	Amount		_	
							Total Receipts
							0
4. Expenses							
Date	Check #	Am	ount	Date	Check #	Amount	
							Total Expenses
							0
					.		
5. Total Co	ount of Unso	ld Items					
₹ 1	G 4	a 1 D 1		** 11*			
6. Item	Count x	Sales Price	=	Unsold Items	; T		
				0	-		Total Value
				0			of Unsold Items
	0	m . 1		0			0
	0	Total count	must equa	il Line 5.			
=	4 ID 64 (I		•		•	1	D: '' 6H 11H
7. Anticipa			(4)		0	١,	Disposition of Unsold Items:
8. Value of					0		Returned
9. Subtotal					0		Held for Next Fund Raiser Other (<i>Please explain</i>)
10. Actual I			10)		0		Other (Tieuse explain)
11. Cash Ov			10)		0		
12. Explain	Over/Short						
Investigate s	significant 1	iffanar a aa i	amadiatal:				
investigate s	signijicant a	ijjerences in	ітешшеіу.				
Sponsor				_		Principal	<u></u>
Shomon						- i iiicipai	

^{* -} Must be turned in to principal within one week of the termination of fundraising event.

SCHOOL ACTIVITY FUND PRINCIPAL'S COMBINING BUDGET

School	Year			
Activity Accounts	Beginning Balance	Estimated Receipts	Estimated Expenditures	Balance
•	Ü Ü	•	•	
			1	
	+			
	- + - +			
	1 1			
	1 1			
Totals	0	(0	(
Principal			School Treasurer	

Date

Submit to District Finance Office by May 15

Date

SCHOOL ACTIVITY FUND INDIVIDUAL ACTIVITY ACCOUNT BUDGET WORKSHEET

School		Year
Activity Account		<u> </u>
•		=
Description	Receipts Budget	Expenditures Budget
Beginning Cash Balance		
RECEIPTS		
EXPENDITURES		
		_
		_
Totals		0
Sponsor/Club Treasurer	Principa	al

Date	Date	
	Submit to Principal By April 15	

SCHOOL ACTIVITY FUND SUPPORT/BOOSTER ORGANIZATION BUDGET

School		Year
Organization Name		
Organization Address		
Description	Receipts Budget	Expenditures Budget
Beginning Cash Balance		
RECEIPTS		
EXPENDITURES		
Totals	0	0
	, and the second	V
	_	
Organization Treasurer	·	Principal
Ougonization Ducaid and	•	Doto
Organization President		Date

SCHOOL ACTIVITY FUND INVENTORY CONTROL WORKSHEET

	HIVEHI	ORI COMIR	OL WORKSIII			
School						
Activity Account						
Type of Inventory						
Vendors						
Reporting Period						
1. Beginning Inventory	(What you st	art with)				
1. Deginning inventory	Item	Count x	Sales Price	= Total		
				0		
				0		
				0		Total Value
				0		Beginning Inventory
Cash in machine or on	hand.			0		0
2. Deliveries (What you	u nurchase and	l receive to sell)	-		
Date	Item	Count x	Sales Price	= Total		
				0		
				0		
				0		Total Value
				0		Deliveries
				0		0
Cash in the machine or	on hand		-	-		Subtotal A
Cash in the machine or	on nand.					Subtotal A
3. Collections (Collecte	ed to turn in to	Dooldsoonen/T	'moogramon')			0
Date	Initials	Amount	Date	Initials	Amount	
			1			Total Value
						Collections
						0
4 Ending Inventory (V	V/lag4 a a d -	:41-)	•	<u>.</u>		
4. Ending Inventory (V	vnat you end v Item	Count x	Sales Price	= Total		
				0		
				0		
				0		Total Value
				0		Ending Inventory
Cash in machine or on	hand.			0		0
			<u> </u>			
						Subtotal B
If Subtotal A > Subtota	IR there is a	shortaga Fynl	ain if significar	nt		0
List retail value of i			_	14.	м	ust be completed monthly
			-		1/1	ast be completed monding
If Subtotal B > Subtota	l A, there is ar	overage. Exp	lain if significa	nt.		
	Signature	of Person Co	mpleting Inve	entory	Da	nte

Must be completed monthly

SCHOOL ACTIVITY FUND MULTIPLE RECEIPT FORM

a				Receipt #			
School			Fundraiser Teacher				
Activity Account			Teac	ener			
Student Signature	Cash	Check	#	Student Signature	Cash	Check	
			16				
			17				
			18				
			19				
			20				
			21				
			22				
			23				
			24				
			25				
			26				
			27				
			28				
			29				
			30				
			30				
Total Cash							
Total Coins Total Checks		ļ					
Total	0						
Students 3rd grade and above m nust be given to the school treas Section and issue a receipt.		ne school trea					
Recapitulation Section: Person Remitting Money	No. of Stu	dents	Scho	Total Amount Remitted			
Date			Date	<u>, </u>			
White copy: School Treasurer				ow copy: for Teacher or Sponso			

SCHOOL ACTIVITY FUND PURCHASE ORDER

School	l			P.O. No.	
Activi				Date	
Section	n A				
	Vendor Nan	ne			
	Address:			_	
Line	Quantity	Catalog Number	Item Description		Cost
1			1		
2		1			
3					
4					
5					
6					
7					
8					
9					
10					
11					
12 13					
14					
15					
16					
17					
18					
19					
20					
20 21 22					
22					
23					
24					
				Total	0
Lauth	ovizo this o	rder and there are suffic	iont funda ovoilable for		
	urchase.	ruer and mere are sume	dent funds avanable for		
uns p	urchase.			A 4 D- 2 J	
A 41				Amount Paid:	
Autho	orized by:			Date Paid:	
				Check Number:	
Appr	oved by:				

SCHOOL ACTIVITY FUND STANDARD INVOICE

School			Date	
Activity Account				
Vendor's Name				
Address				
Phone				
Fax				
FEIN or Social Security No.				
Quantity	Item Description	on	Unit Cost	Total Cost
Quantity		V	CIII COST	10001 0000
	- 		 	
			 	
	_			
	_			
	_		 	
	_		 	
	- 		\vdash	
			7 5.4.1	
			Total	0
	Vendor's Certification			
I hereby certify that the a	bove is a correct statement of amount	t due from the above i	named school fo	or articles
furnished or services rend				
		Vendor Signa	iture	
	Approval for Pa	nyment		
		Amount Paid:		
Person Receiving Item		i imvuiit i uiu.		
		Date Paid:		
Sponsor		_		
		Check No.:		
Principal (nor required if Pr	incipal Signed Above)			

SCHOOL ACTIVITY FUND EXPENSE REPORT

	Date		
School		1	
Activity Account			
Function Description:			
Date	Expense Description	Amount	
	T . 141 17		
Attach	Total Allowed Expenses Amount Advanced (Check No)		
Receipts	Other Adjustments (please explain):		
•	Amount Returned (Receipt No)		
Approval	Amount Reimbursed (Check No)		
Sponsor			
Principal			
School Treasurer			

Must be submitted by close of the next business day after the trip.

SCHOOL ACTIVITY FUND TRANSFER FORM

School		Transfer No.	
	_	Date	
		Transfer A	
Activity Account	From		То
	+		
	+		
Explanation			
Approval		** Form	must be completed prior to the transfer
Transfer-From Sponsor (If Applica	ble)		
Principal	SCHOOL ACTIVITY TRANSFER FO		F-SA-10
School	7	Transfer No.	
School	_	Date Date	
		Transfer A	amount
Activity Account	From		То
	1		
Explanation			
Approval		** Form	must be completed prior to the transfer
Transfer-From Sponsor (If Applica)	ble)	•	
Principal		-	

SCHOOL ACTIVITY FUND PRINCIPAL'S COMBINED ACTIVITY FUND LEDGER

School	

	1		Acct.				
Date	Check No.	Receipt No.	Posted	Item Description	Receipts	Expenditures	Balance
				Balance Forward			
							0
	1						0
							0
							0
							0
	†						0
	 						0
							0
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	1						0
	1						0
							0
	 						0
							0
							0
							0
							0

SCHOOL ACTIVITY FUND INDIVIDUAL ACTIVITY ACCOUNT LEDGER

School	
Activity Account	

		Receipt				
Date	Check No.	No.	Item Description	Receipts	Expenditures	Balance
			Balance Forward			
	1					
	1					
	 					

SCHOOL ACTIVITY FUND CREDIT CARD SIGN IN/OUT FORM

School	
Credit Card Type	
Credit Card Account No.	

I request permission to use the credit card identified above to procure supplies or pay for travel expenses as approved by separate documentation, which is in my possession. I understand that disciplinary action may result from my use of the credit card when its use violates board policy or purchasing procedures.

I agree to be personally liable for any charges on the card for which I have not obtained prior approval before making said charges.

I further agree I will promptly reimburse the school district upon notification that a charge made by me has been determined to be inappropriate, made without prior approval, or otherwise determined to be my responsibility. The school district may withhold said funds from my paycheck at its option

Employee's Name Checking Out Credit Card (Please Print)	Employee's Signature	Date & Time of Issuance	Date & Time of Return	Purchase Order No.	Employee Witnessing Return of Credit Card
Creat Cara (Trease 11111)	Employee's Signature	of Issuance	Return	Oluci 110.	Caru
					_

SCHOOL ACTIVITY FUND STUDENT REFUND / DISBURSEMENT FORM

\mathbf{S}	chool				
A	activity Fund				
T	eacher or Sponsor				
_					<u> </u>
#	Student Signature	Amount	#	Student Signature	Amount
1.			21.		
2.			22.		
3.			23.		
4.			24.		
5.			25.		
6.			26.		
7.			27.		
8.			28.		
9.			29.		
10.			30.		
11.			31.		
12.			32.		
13.			33.		
14.			34.		
15.			35.		
16.			36.		
17.			37.		
18.			38.		
19.			39.		
20.			40.		
	tudents in 3rd grade and abo The form must be returned to				
R	Recapitulation:	No. of Students		Total Amount Remitted	
P	erson Remitting Money		Sci	hool Treasurer	
D	Date		Da	ite	

Yellow Copy for Teacher or Sponsor

White copy to School Treasurer

SCHOOL ACTIVITY FUND MONTHLY/ ANNUAL FINANCIAL REPORT

School			Month	
			Year	
Activity Accounts	Beginning Balance	Receipts	Expenditures	Ending Balance
	ŀ	Reconciliation		
Beginning Balance	_	Balance Pe	er Bank Statement	
Add: Receipts	0	Add: Investment	Balance	
Subtotal:	0	Add: Deposits in	Transit	
Less: Expenditures	0	Subtotal		0
Ending Ledger Balance	0	Less: Outstandin	g Checks	
_	_	Other Adjustmen	ts (Explain)	
		Actual Cash Bala	nc	8
		Add: Accounts R	Receivable	
June Report is considered the Annua	al	Less: Accounts P	ayable	
Financial Report		Add: Petty Cash		
		Total Balance		0
& TDL and Alexander 1				
* These three numbers must agree. The above information is a true state			nnual Financial Report	of this school
The above information is a true state	ement of the imancial	condition of the var	ious activity fund accounts	S OF THIS SCHOOL
Principal			School Treasurer	

Date

Date

SCHOOL ACTIVITY FUND ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE

School		Month	
-		Year	
Accounts Receivable	Purpose	Activity Account	Amount
Accounts Accervable	1 ur posc	Activity Account	Amount
		+	
		†	
Total			0
Accounts Payable	Purpose	Activity Account	Amount
		_	
		+	
		+	

Due with Monthly/Annual Financial Report
Monthly June Report is the final listing of accounts receivable and payable for the fiscal year

Total

SCHOOL ACTIVITY FUND TRAVEL VOUCHER

						<u></u>					
Employe	ee					1					
School						1					
Activity	Accour					1					
Phone N						1					
11011011	•	<u> </u>				_					
		Time	e of	Loca	ation	Mileage				Key In	Key In
Month	Day	Departure	Return	From	To	calculation	Lodging	Meals	Total	Mileage	Mileage Rate
						0		В			- C
Purpose		•				•		L		•	
								D	0		
								2			
		Time	e of	Loca	ation	Mileage				Key In	Key In
Month	Day	Departure	Return	From	To	calculation	Lodging	Meals	Total	Mileage	Mileage Rate
						0		В			
Purpose								L			
								D	0		
		T	•	_		1 M					
		Time		Loca		Mileage				Key In	Key In
Month	Day	Departure	Return	From	To	calculation	Lodging	Meals	Total	Mileage	Mileage Rate
						0		В			
Purpose								L			
								D	0		
		7 0.	6	_		Malana				77 7	
	l _	Time		Loca		Mileage		3.5		Key In	Key In
Month	Day	Departure	Return	From	To	calculation	Lodging	Meals	Total	Mileage	Mileage Rate
						0		В			
Purpose								L			
								D	0		
		Time	2.0	Т	4	Mileage				TZ T	T7 T
	_			Loca				3.6	- T	Key In	Key In
Month	Day	Departure	Return	From	To	calculation	Lodging	Meals	Total	Mileage	Mileage Rate
						0		В			
Purpose								L			
								D	0		
						Miles es Tetal	T a dain a	Meals	Total		
						Mileage Total	Louging	Meals	Total		
Total Fo	r Page					0	0	0	0		
Other A	llowed	Expenses (A	ttach Expl	anation)		-					
				,							
Submit v	within (ne week aft	er travel d	ates				Gra			
Employe	.e				•	Principal					
						Ivm					
Date						Date					

SCHOOL ACTIVITY FUND SALES FROM CONCESSIONS/BOOKSTORE/PENCIL MACHINE FORM

School		Date	
Activity Account		Turned in By	
-		· · · · · · · · · · · · · · · · · · ·	- -
			4
Activity Fund			4
COINS			4
CURRENCY			4
CHECKS			_
Total	0		4
			J
Explanation:			
r -			
	<u></u>		
School Treasurer		Preparer	
original to school treasurer			
			F-SA-17
	SCHOOL A	CTIVITY FUND	
SALES FROM (CONCESSIONS/BOOKSTORE		M
School		Date	
Activity Account	-	Turned in By	
Activity Account		Turned in Dy	
Activity Fund			
COINS CURRENCY			
CHECKS			
Total	0		
E			_
Explanation			
School Treasurer		Preparer	
		•	
original to school treasurer			

SCHOOL ACTIVITY FUND DONATION ACCEPTANCE FORM

School:			Fiscal Year	Ending:	
Date of gift:					
Donor Name	:				
Donor Addre					
	street address				
	street address (c	ontinued)			
	city	state	zip code		
Donor Phone	e Number:				
(circle as app	_				
Type of dona	ttion: Cash check	personal property real prop	erty service otnei	r	
Other gift de	scription including	purpose and restrictions on o	donation:		
Was anythin	g of value received	in exchange for donation?	Yes	N	
If yes, descrip	ption and dollar val	lue:			
Principal					
Date					