

FUNDRAISER PROCEDURES

Name of Fundraiser _____

- 1.) Student Council Approval** _____
- 2.) Approved Student Activity Requisition** _____
- 3.) Purchase Order copy back from Business Office** _____
(order to be placed by Business Office)
- 4.) Fill out Withdrawal Slip for Approval** _____
(attach invoice/get all signatures)
- 5.) Fill out Profit/Loss Statement** _____
(keep copy/send copy to Business Office)