

## Fundraising Permission Request

Please submit to the Bookkeeper/Secretary for approval at least two weeks before the fundraising activity.

Campus: \_\_\_\_\_

Club Name: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Approved Fundraising Vendor Name and/or store(s) you will utilize to purchase from:

Permission is requested to conduct the following fundraising activity (i.e., candy sale, car wash, etc.)

Specific Purpose(s) for which the net proceeds are to be used:

Note: All sales of food for immediate consumption (bake sales/sausage sales) must be approved by the CNS Director prior to the start of the fundraiser. No food sales may take place on the campus from midnight until thirty minutes AFTER the school day ends. YOU MUST BE SPECIFIC IN IDENTIFYING THE TIME OF DAY IN WHICH FUNDRAISERS WILL OCCUR to ensure that this fundraiser will comply of this TDA requirement.

Date Range of Fundraiser: \_\_\_\_\_ Time of Day: \_\_\_\_\_ P.M.

Location(s): \_\_\_\_\_

Estimated Revenue: \$ \_\_\_\_\_ Revenue Budget Code: \_\_\_\_\_

Less Estimated Expenses\*: \$ \_\_\_\_\_ Expenditure Budget Code: \_\_\_\_\_

Equals Estimated Profit: \$ \_\_\_\_\_

**\*Do you need an advance in order to make this purchase? Yes  No**  Amount requested: \_\_\_\_\_

These funds will be deducted from your accounts when the recap is reconciled. Advances are not available for 865 funds.

Sales Tax Information:

1. Are items being sold taxable per State of Texas Law? (Check Activity Fund Manual for guidance)  Yes  No
2. If yes to #1, will this event count as a "one-day, tax-free" sale day?  Yes  No
3. If yes to #2, are you using the one of your campus's or your organization's tax-free day(s)? circle one: My Campus's My Organization's Tax-Free date(s): \_\_\_\_\_  
Will this be the school's/organization's 1<sup>st</sup> or 2<sup>nd</sup> tax-free sale day for the calendar year (Jan-Dec)? \_\_\_\_\_
4. If yes to #1 and you are not using a tax-free day, who collects the tax?  ISD  Vendor
5. If ISD is liable for collection of tax, all sales prices should display "sales tax included". Tax rate is 8.25% of the sales price. As the sponsor of this fundraiser,  
I agree to adhere to the ISD procedures, policies, and guidelines as it pertains to fundraising, purchasing, and money collections

Sponsor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied \_\_\_\_\_ Athletic Director (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied \_\_\_\_\_ Secretary/Bookkeeper: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied \_\_\_\_\_ Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied \_\_\_\_\_ CNS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied \_\_\_\_\_ Business Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Budget Dept. Use Only	
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