

Fundraiser Checklist

- _____
Initial “Request to Conduct a Fundraiser” form accompanied by organization minutes approving fundraiser
- _____
Initial Vendor approved and in TxEIS
- _____
Initial Money collected, turned in daily accompanied with a completed “Student Activity Deposit Report” or a
- _____
Initial Copy(ies) of “Tabulation of Monies Collected” form completed and submitted to the administration office
- _____
Initial At the completion of the fundraiser – “Fundraiser Financial Recap” form completed and turned in to the administration office
- _____
Initial Requisition entered for payment to vendor
- _____
Initial Any packing slips or other relevant paperwork turned in to the administration office
- _____
Initial Submitted, completed and signed checklist

Signature

Date

