



# AUTHORIZATION TO COLLECT GENERAL SCHOOL FUNDS

SCHOOL \_\_\_\_\_

DISTRICT \_\_\_\_\_

NAME OF ACTIVITY \_\_\_\_\_

I have designated \_\_\_\_\_ to take charge and have the responsibility for the above named activity and to collect from the students all monies related to this activity in accordance with the following schedule:

(Exception: The following schedule is **not** needed if the activity is a G.O. Store engaged in the sale of general merchandise).

## A. CALCULATION OF ANTICIPATED GROSS INCOME:

Item/Description	Unit Selling Price	Anticipated Sales
	@ \$	= \$
	@ \$	= \$
	@ \$	= \$
	@ \$	= \$
	@ \$	= \$
	@ \$	= \$
	@ \$	= \$

## B. ANTICIPATED GROSS SALES:

\$ \_\_\_\_\_

The person designated will perform the following:

- ♦ Turn over this form and all money collected to the school treasurer for deposit. No deduction for expenses should be made from this amount.
- ♦ Keep all necessary records.
- ♦ Render a full accounting of funds to the school treasurer at the end of the specific activity or at the end of the term/period, whichever is applicable.
- ♦ **Compare the Anticipated Gross Sales and Raised amounts. An explanation should be provided if the discrepancy is greater than zero.**

I accept the terms and conditions as outlined above.

\_\_\_\_\_  
SIGNATURE OF DESIGNEE/ADVISOR

\_\_\_\_\_  
DATE

Approved by:

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
DATE