Blue Valley USD #229
Fundraising Authorization Form

School Name ______________________________________

A:  Request

I, _______________________________________ do hereby request on ________________________
(Staff Member/Sponsor) (today’s date)
authorization to collect money for the _____________________________________________________________
(Club /Activity)

Please complete section below in entirety.

<table>
<thead>
<tr>
<th>Description of Fundraiser</th>
<th>Anticipated Items to be purchased with money</th>
<th>Estimated Collection</th>
<th>Anticipated Fundraising Time Frame</th>
</tr>
</thead>
</table>

B:  Authorization

The above request is (Approved - Not Approved).
(Circle one)

If approved, refer to fundraising guidelines available from your building principal.

This request was not approved because ___________________________________________________________

Signed ____________________________ Date __________________
(Building Principal)

Approval: __________________________ Date __________________
(Elementary/Middle Schools Only)

After authorization:  White copy to principal      Yellow to sponsor      Pink to building bookkeeper
# Cash Activity Reconciliation

<table>
<thead>
<tr>
<th>Event:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TICKETS USED</th>
<th>Adult</th>
<th>INT</th>
<th>Adult</th>
<th>INT</th>
<th>Student</th>
<th>INT</th>
<th>Student</th>
<th>INT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Ending Ticket Number</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>B. Beginning Ticket Number</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>(Filled by bookkeeper)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Number of Tickets Sold</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Ticket Price for Event...........</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>E. Total Gross Revenues (C X D).</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

1. Count Total Cash in Box.................................................................

2. Fill in Beginning Seed Money Amount..................................................
   (Filled in by bookkeeper)

3. Fill in Total Gross Revenues from above (line E above)............................

4. Over/Short Cash (Line 1 subtract lines 2 and 3).....................................

I certify that the above information is true and correct:

Individual Selling tickets:______________________________________________

Individual Collecting ticket stubs:______________________________________

Sponsor:_______________________________________________________________

Posted Date:_______________________ by Bookkeeper__________________________

Confirmed Date:____________________ by Activities Director/Sponsor__________

Notes:_________________________________________________________________

Legend = bookkeepers to initial = ticket seller to initial

BV- 426 Rev 6/06

White copy to Bookkeeper - Yellow copy to Activity Sponsor
**ACTIVITY FUND PAYMENT REQUEST FORM**

<table>
<thead>
<tr>
<th>Secondary Ref #</th>
<th>Vendor/PE ID</th>
<th>Vendor Name</th>
<th>Administrator Approval</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice #</td>
<td>Invoice Amount</td>
<td>Invoice Date</td>
<td>Sponsor Approval</td>
<td>Date</td>
</tr>
<tr>
<td>Invoice Description</td>
<td>Treasurer Approval</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
<th>Account #/Quick Key</th>
<th>Account Description</th>
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</table>

**Notes:**

BV-427    Check # ____________    Check Date ____________
Blue Valley School District #229
Money For Deposit
Activity Accounts Only
(Required form to submit monies to Bookkeeper)

Sponsor/Teacher Name

Club/Activity Name

Checks Total $ __________

Cash Total $ __________

Grand Total Deposit $ __________

Source of Revenue
(i.e., Concessions, Magazine Sales, Yearbook Ads)

Received by: ______________________ Confirmed by: ______________________

Date: ________________ Deposit Date: ______________________

Listing of individuals collected from: (Or attach listing already prepared, i.e., class roster for field trip money, bowling money, etc.)

BV-447A