**Request for Fundraiser**

# Coventry Local Schools

## SALES PROJECT POTENTIAL/FUNDRAISER APPROVAL

**Organization:** _____
(ie: Class of 2010, Girls Basketball, Spirit Club etc)

**Proposed Sales Project:**_____

_____

**Vendor to be used:**_____

**Address:**_____

Approx. Quantity to be Ordered:_____ Approx. Cost per Unit: $_____

Proposed Sale Price per Unit: $_____

Requested By:_____ Advisor Signature:_____
Advisor name (please print) Date:_____

Approved:_____ _____
Principal Signature Date Superintendent Signature Date

*****If this fundraiser request involves the purchasing or ordering of products, a requisition MUST be created and a Purchase Order issued prior to the beginning of the sale.***

**PO / Requisition #**_____ ***Reminder*** *– Is this Fundraiser on your current Purpose & Goals Statement? Y / N*
*(Mandatory)*

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****THIS SECTION TO BE COMPLETED AT CONCLUSION OF FUNDRAISER****

**Total to be Accounted For:**

Qty Sold:_____ **X** Sale Price per unit $_____ **=** $_____

Total Funds Deposited with the Treasurer/Building Secretary $_____

*****If you receive an invoice from the vendor, please forward to the Treasurer's Office for payment. Retain a copy for your records.**

Advisor Signature_____ Principal Initial _____
Date Date