

Fundraising Receipt Procedures

1. All fundraising activities must be approved by the Sponsor, Athletic Director, Site Principal and Superintendent
2. Fundraising for Athletics must go through the Athletic Director and be deposited into Rams Booster Club to be disbursed by Booster Club Committee.
3. A purchase order must be in place for any expenditures that will be needed in fundraising (i.e. selling t-shirts for profit towards team sweats). Do not underestimate cost of fundraiser.
4. Any donations for Athletics must go through Athletic Director
5. All proceeds that are made from fundraising have to be receipted.
6. The Site Secretary has receipt books.
7. Complete the Deposit Transmittal.
8. Turn in your proceeds and deposit transmittal to the Site Secretary with your receipts. The receipts have to match the total deposit.

CIMARRON MUNICIPAL SCHOOLS

Fundraising Authorization

This form is to be completed by the sponsoring organization and filed with Student Council at least two (2) weeks prior to the activity. Requests for dances, movies, banquets, etc. should be made as far in advance as possible.

Organization: _____

Type of Fundraiser: _____

Date/Time of Fundraiser: _____

Estimated Cost of Fundraiser: _____

Purpose of Revenue Raised: _____

Sponsor/Faculty Supervising Activity: _____

By our signatures, we agree that the sponsoring organization is aware of, and will follow Cimarron Municipal School Policies in regard to conducting this activity.

Sponsor: _____ Date: _____

Student Organization President: _____ Date: _____

Approved: _____ Not Approved: _____ Date: _____

Student Council President: _____ Student Council Sponsor: _____

Approved: _____ Not Approved: _____ Date: _____

Athletic Director: _____

Approved: _____ Not Approved: _____ Date: _____

School Site Principal: _____

Approved: _____ Not Approved: _____ Date: _____

Superintendent: _____

CIMARRON MUNICIPAL SCHOOLS

THIS FORM IS TO BE COMPLETED FOR ALL DEPOSITS

ALL MONIES COLLECTED MUST BE DEPOSITED NO LATER THAN
THE NEXT BUSINESS DAY

1. Student Activity Sponsor Prepares Form and Submits Monies Collected to the Building Secretary.
2. The Building Secretary in the Presence of the Sponsor Counts Monies Received and Verifies all Entries. After Verification, a Copy of this Report is Given to the Sponsor for Recordkeeping.
3. The Building Secretary Prepares the Deposit Slip(s) and (Takes them Directly to the Bank) along with the Paperwork. (Admin Office) will Pick Up the Deposit Bag(s) from the Bank every Afternoon and Return Bag(s) to the Building Secretary. After the Bank Deposit(s) are Made, Copies of the Deposit Slip(s) and Paperwork are Filed at the (Admin Office).

School Name _____ Fundraiser: _____ Date _____

Denomination:	Number	Total		Number	Total
Pennies	0.01	0.00	Ones	1.00	0 0.00
Nickles	0.05	0.00	Fives	5.00	0 0.00
Dimes	0.10	0.00	Tens	10.00	0 0.00
Quarters	0.25	0 0.00	Twenties	20.00	0 0.00
Half Dollars	0.50	0 0.00	Fifties	50.00	0 0.00
Silver Dollars	1.00	0.00	Hundreds	100.00	0 0.00
Total Cash					\$0.00

Payor Name	Check #	Activity	Amount of Check	Payor Name	Check #	Activity	Amount of Check
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Total Checks 0.00

Total Deposit for Account: _____ 0.00

Signature of Sponsor: _____ Date: _____

Signature of Depositor: _____ Date: _____