

**BERNALILLO PUBLIC SCHOOLS  
REQUEST FOR FUNDRAISER APPROVAL**

**\*THIS FORM MUST BE COMPLETED, APPROVED AND FUNDRAISER NUMBER ASSIGNED;**

**PRIOR TO THE FUNDRAISING ACTIVITY**

School Requesting Fundraiser and Activity Title or Organization to benefit from this Fundraiser:  
(example: BES – Book fair)

Type of Fundraiser: (include service or supply to be sold)

My Fundraiser involves food. Will require the USDA Smart Snacks in School Guidelines and approval from Food Services Director.

Food Services Director's Approval Signature

Date

Community \_\_\_\_\_ Campus \_\_\_\_\_

Dates inclusive: From: \_\_\_\_\_ To: \_\_\_\_\_

Will a purchase order for this Fundraiser be issued to the company for Disbursement? Yes or No  
If so, please fill in the Vendor Name: \_\_\_\_\_

*Vendor must be active in Visions*

NOTICE: After you receive approval to conduct the fundraiser; your next step is to process a requisition for Purchase Order approval and issuance. *Reference "Fundraiser" on requisition and attach approval. The fundraiser request and purchase requisition will be denied if the respective Activity Account does not contain the full amount necessary to issue the purchase order (if required).*

Total Estimated Expenditures: \_\_\_\_\_ Total Estimated Revenue: \_\_\_\_\_  
(Estimated Expenditures and Estimated Revenue must be an amount example: \$400.00; not \$10.00 each to \$25.00 each) *(Also - PLEASE EXPLAIN Expenditures if they are \$0.00)*

All funds collected **MUST** be deposited within 24 hours or one banking day during the fundraiser. A copy of the approved fundraiser form and corresponding receipts must accompany each deposit.

*NOTICE: Signature below denotes Sponsor agrees to follow all receipting and depositing procedures, including purchasing and disbursement requirements. **NO CASH** accommodations are allowed and Financial Activities are subject to internal and external audits purchase to PSAB 18 and penalties of law.*

Print Name and Signature

Date

**FOR OFFICE USE ONLY**

___ Approved	___ Denied	_____	_____
		Site Administrator/Designated Signature	Date
___ Approved	___ Denied	_____	_____
		Purchasing Specialist's Signature	Date
___ Approved	___ Denied	_____	_____
		Finance Director's Signature	Date
___ Approved	___ Denied	_____	_____
		Superintendent's Signature	Date