

ESCAMBIA COUNTY PUBLIC SCHOOLS

Fund Raiser Authorization Form

Fund raisers must be authorized no less than 30 days in advance.

School: _____

This section to be completed by requesting individual and forwarded to Principal for action.

Start Date: _____ End Date: _____

The following fund raiser is proposed by: _____
Organization/Group/Class

to raise funds for: _____
Project/Purpose of Funds Raised

This fund raiser has been held in prior years: Yes No

Identify below all elements involved in this effort, i.e. company name, type of merchandise, place of sale, sale price, projected profit and any other pertinent information.

Requested By: _____
Name Date

This section to be completed by Principal, then forwarded to CSFO for approval. CSFO forwards to Superintendent for final review. CSFO returns to School Bookkeeper.

Principal's Action: Approved _____ Not Approved _____
Principal's Signature Date

CSFO Review: _____
CSFO's Signature Date

Superintendent: Approved _____ Not Approved _____
Superintendent's Signature Date

Note: Authorization forms (approved and unapproved) must be maintained with school financial records. An accountability report must be completed and attached upon conclusion of approved fund raiser.