

# Approval form for Collection of Funds

Beginning date \_\_\_\_\_ Ending Date \_\_\_\_\_

Club name/organization \_\_\_\_\_

Company / Vendor \_\_\_\_\_

Type of item	Cost per item A	Sale price B	Profit B- A = Profit

What will profit be used for \_\_\_\_\_

\_\_\_\_\_  
Signature of Sponsor/Coach – Date

\_\_\_\_\_  
Signature of Bookkeeper--Date

Approved or Denied by \_\_\_\_\_

Signature of Principal --- Date

## Reminders

A staff member may only collect money/fees/dues for fifteen (15) days per the approved time frame.

This form/approval must precede any purchase requisition form. Make sure to give Bookkeeper and Principal 5 days for approval process. You cannot collect funds until you have a copy of this form with signatures on it.