

**DURHAM PUBLIC SCHOOLS**  
**REQUEST FOR FUNDRAISING PROJECT**

School Club: \_\_\_\_\_ Date: \_\_\_\_\_

Fundraiser Type and Brief Description of how this fundraiser will work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person Responsible for Turning Receipts in to the Office: \_\_\_\_\_

Vendor: \_\_\_\_\_

Dates of Activity: From: \_\_\_\_\_ To: \_\_\_\_\_

Purchase Price Per Individual Unit: \_\_\_\_\_ Sale Price of Individual Unit: \_\_\_\_\_

Quantity Purchased: \_\_\_\_\_ Estimated Profits \$ \_\_\_\_\_

Profits to be used for: \_\_\_\_\_  
\_\_\_\_\_

Can unsold items be returned to vendor for credit?      Y    N

It is understood that:

- 1) The club must turn in collections sufficient to cover the complete costs of the activity before the vendor is paid.
- 2) ALL Money collected must be turned in to the School Treasurer daily.
- 3) Any extension of the completion date noted above must be approved in advance by the Principal.
- 4) All vendor invoices and receipts must be turned in to office within one week of completion of fundraiser.
- 5) No additional orders for fundraising items can be placed, until all current inventory has been sold.
- 6) If items to be sold are donated, inventory should be documented before and after the event sale. A "Donated Fundraiser Items" form should be completed also.
- 7) For fundraisers where items will be purchased and resold for a profit, see School Treasurer before fundraiser begins for compliance with the NC Department of Revenue Sales Tax Laws.
- 8) Once Fundraiser has begun only the Principal can authorize a reduction in sales price or a Donation of unsold items.
- 9) All leftover ending inventory, if any, must be turned over to the School Treasurer.

Requested by: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

School Principal

For Office Use Only: Account Number \_\_\_\_\_ Sub-Acct \_\_\_\_\_ Tax-exempt fundraiser? Y N