

**TRIWAY LOCAL SCHOOL DISTRICT
STUDENT ACTIVITY FUNDRAISER CHECKLIST
RIGHT-CLICK TO CHECK BOX**

FUNDRAISERS

- _____ Complete the FUNDRAISER APPROVAL form and forward to the Principal.
- _____ Submit a REQUISITION form upon approval of the fundraiser, if necessary.
- _____ Certify the receipt of goods and return a copy of the purchase order to the Treasurer's office.
- _____ Deposit money within 24 hours (PAY IN ORDER form).
- _____ Complete the FINAL SALES REPORT form and forward to the Principal for signature.
- _____ Save receipts and paperwork until the year is audited.

PURCHASING

- _____ Fill out the REQUISITION form completely including vendor information, order numbers, quantities, descriptions, or special instructions.
- _____ Submit to the Principal at least two weeks before needed.
- _____ Be sure the correct student activity account number is on the paperwork. If you are unsure of the account number, please check with the Treasurer's office.
- _____ Maintain a copy of the REQUISITION form for your records.
- _____ If a check is required, include all necessary documentation indicating the amount to be paid. Make sure that the "Please pay when approved" box is checked and sign on the line to the right.
- _____ Items that are received directly by the advisor must have all invoices and/or packing slips attached to the copy of the purchase order. Sign and return to the Treasurer's office.