

FORM AF-108
HOUSTON INDEPENDENT SCHOOL DISTRICT
FUND-RAISING ACTIVITY REPORT
PTA/PTO/ACTIVITY FUNDS
PERMISSION REQUEST

NAME OF SCHOOL: _____

FUNDRAISING ACTIVITY: _____

The Permission Request must be completed and submitted to the Principal before the fund-raiser(s) are held. Once the Principal has approved the permission request, a copy will be provided to the PTA/PTO/ACTIVITY FUNDS sponsor.

Specific purpose(s) for which the net proceeds is (are) to be used:

Activity Fund account(s) will receive the net proceeds:

DATE: Beginning _____

Ending _____

TIME: Beginning _____

Ending _____

I, _____ have requested permission to conduct a fund-raising activity, and I will be responsible for the preparation of the **OPERATING REPORT** shown on the second page. I will be responsible for the accountability of all monies collected at the conclusion of the fund-raising activity, and I will turn in all records to the Principal.

Date	Printed	Signature
	PTA/PTO/ACTIVITY FUNDS - Sponsor Requesting Permission	

Date Approved	Printed	Signature
	Principal or Designee	

Date Approved	Printed	Signature
	Area Superintendent (required for School-Wide Fundraisers)	

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OPERATING REPORT

Total **Collections** from fundraising

Receipts No.	Payee	Amount
_____	_____	\$ _____
_____	_____	_____
_____	List Attached _____	_____
TOTAL COLLECTIONS (Line 1)		\$ _____

Less: **Disbursements** for merchandise, advertising, prizes, etc., relative to the fundraising.

Check No.	Payee	Amount
_____	_____	\$ _____
_____	_____	_____
_____	<u>HISD (for sales taxes, when applicable)</u>	_____
_____	List Attached _____	_____
TOTAL DISBURSEMENTS (Line 2)		\$ _____

NET PROCEEDS FROM ABOVE ACTIVITY (Line 1 minus Line 2) \$ _____

DISPOSITION OF NET PROCEEDS

Date	Printed	Signature
PTA/PTO/ACTIVITY FUNDS - Sponsor Requesting Permission		

1. The Permission Request must be completed and submitted to the Principal or Designee for approval at least one week prior to a school-wide fundraising activity. The Principal or Designee will return a copy to the sponsor.
2. The Operating Report shall be prepared upon completion of the fundraising activity.
3. Distribution of the completed fund-raising Operating Report is as follows:
 - Original--retain with PTA/PTO and Activity Fund records.
 - Copy----provided to the Principal or Designee.
4. To obtain additional information, please reference to the Controller's Office Finance Procedures Manual - Section 303, 307, and 318.

