

La Joya Independent School District

2023-2024

Fundraiser Request Form

Instructions: This form will be used for all campus fund raising activities. Before any activity begins, the principal or other campus administrator will sign this form requesting authorization to proceed with the fundraising activity. Within ten school days of the completion of the fundraising activity, the campus administrator will submit to the office of Internal Audit an accounting for the fundraising activity. **PLEASE USE BLACK INK.**

Campus Name: _____

Club/Organization Name: _____ Club Acct. #: _____

Fundraiser #1 ☐ #2 ☐ NC ☐ Purpose for Fundraiser: _____
(Non-Credit)

Fundraiser Description: _____

Begin Date: _____
Month Day Year

End Date: _____
Month Day Year

Sponsor's Signature: _____ Date _____

Principal's Signature: _____ Date _____

Internal Audit Use Only: _____
Director's Initials

_____ Date

Administration & Finance Office Use Only:

APPROVED

NOT APPROVED

Chief Financial Officer

Date

IMPORTANT NOTE:

Please make sure that all Covid-19 Safety Guidelines and Protocols are being followed.