

**CORSICANA ISD
PERMISSION REQUEST FOR A
MONEY-RAISING ACTIVITY**

PERMISSION'S:

DATE: _____

SCHOOL: _____

CLUB: _____
(If activity fund)

PERSON REQUESTING: _____

SPECIFIC PURPOSE: _____

IF SELLING A PRODUCT COMPLETE THE FOLLOWING:

Description of Product(s): _____

Vendor use to Purchase Product(s): _____

I, _____, have requested permission to conduct a money-raising activity and follow Campus Cash Handling Procedures. I will be responsible for the accountability of all monies collected. At the conclusion of the money-raising activity and I will turn in all funds raised and records to the Cash Collection Point. I accept responsibility for the Sales Tax collection and cash collections involved.

(Signature-Person Requesting)

(Approval of Campus Principal)

FINANCIAL RECAP:

A: Total Sales/Collections \$ _____

B: Expenses (_____)

C: Actual Income (A minus B) \$ _____

Status of any remaining inventory: _____

(Signature-Initial Cash Recipient)

(Signature-Cash Collection Point Designee)