
SPONSORS

STEP BY STEP CASH HANDLING INSTRUCTIONS MANUAL FOR MONEY COLLECTED

Summary Points

- **Never leave money unattended!**
 - **Appropriate security measures, locked cash boxes, safes, and vaults should be used to protect all cash and cash items.**
 - **The Fundraiser/Sales Application is not to be shared with any other clubs/campus/organization unless prior noted in the application.**
 - **Sponsor/Collector and ONLY the Sponsor/Collector is responsible for taking all cash received daily to the Campus Bookkeeper/Secretary no later than the next business day. (NO EXCEPTIONS!)**
 - **DO NOT take money collected home, deposit into your personal bank account, receive money through Cashapp, get a money order/cashier's check, etc. (NO EXCEPTIONS!)**
 - **Change Funds/Change Box is NOT allowed with the money you have collected. The FULL amount of the funds collected each day, is the amount that you SHOULD take to your Campus Bookkeeper/Secretary no later than the following business day.**
 - **DO NOT pay invoices out of your own personal bank account or using the money you collect. All invoices associated with the collection of the funds MUST be turned in to the Accounts Payable office upon receipt.**
-

Step by Step Instructions from Start to Finish

DEPOSIT TYPES

[\(CLICK ON DEPOSIT TYPES BELOW TO VIEW IMAGES OF REQUIRED DOCUMENTS FROM SPONSOR\)](#)

TICKET/BRACELET SALES

- Festivals
- Clinics
- Talent Shows
- Gate Entry Fees
- Dance/Prom

FEES/DUES

- Parking Fees
- Testing Fees
- ID Fees
- Dual Enrollment Fees
- Lost Textbook Fees
- Registration Fees
- Cell Phone Fees
- Camp Fees
- Lost Library Book /Late Fees
- Club Dues
- After School Care Fees

PRE-ORDER/INVENTORY SALES

- Brochure Sales
- Discount Cards
- Chocolate Bars
- Fan Shirts
- Candles
- Gourmet Popcorn

FOOD SALES

- Concessions
- Exempt Days

BUSINESS CHECKS FUNDRAISER

- Commission Checks
- Rentals
- Tournament
 - Athletics
 - UIL
 - CHESS

BOOKFAIR

DONATIONS

UNUSED TRAVEL

CHANGE BOX FUNDS

1. The Sponsor **MUST** submit [The Laserfiche Fundraiser/Sales Application](#) within a **MINIMUM OF 15 BUSINESS DAYS** prior to the Fundraiser start date
Click link to pinpoint form in the SISD website:
[LINK](#)
2. Sponsor **MUST REFRAIN** from moving forward with the Fundraiser **UNTIL** the Laserfiche Fundraiser/Sales Application has received **FINAL APPROVAL**.
Approval Sequence:
 - 1st Approval: Campus Principal, Athletic Director
 - Final Approval: Business Office- Senior Accountant (**Dalila Ovando**)
3. Once All Approver Levels are completed, the Sponsor will receive email from noreply@sharylandisd.org
(CLICK HERE TO VIEW IMAGE OF EMAIL FROM noreply@sharylandisd.org)
4. The Sponsor **MUST** download the attachment (**PDF File**) by clicking on the file
(CLICK HERE TO VIEW IMAGE OF Approved Application)
5. The Sponsor **MUST** save the application (**PDF File**) for the Club records and also to submit with **ALL** the deposits when cash is collected.
(CLICK HERE TO VIEW IMAGE OF Approved Application with Approved Signatures)
6. **If money will be personally exchanged between the Sponsor and the customers**, The Sponsor **WILL** enter a Purchase Requisition and request a [Change Box Funds Check](#) to cash it for small denomination bills & coins and use it to issue change for each transaction if needed
(CLICK HERE TO VIEW Change Box Funds Return Instructions)
7. The Sponsor **MAY NOW** proceed with the Club's Fundraiser
8. The Sponsor **MAY NOW** contact the Vendor(s) to request a quote on the product(s) that are needed to proceed with the Fundraiser
9. The Sponsor **MAY NOW** enter the Purchasing Requisition(s) in the Skyward Module
Click link to find How To Guide for PO Requisition Instructions:
[LINK](#)
10. The sponsor **MUST REFRAIN** from purchasing any merchandise **UNTIL** a Purchase Order(s) is Approved
NOTE: Your Requisition number will remain a Requisition number until this entire process is complete. Once you have all data completed, and Submit for Approval, the Requisition Number will convert to a PO number
11. Once the Purchase Order is Approved, the Sponsor **WILL** contact the Vendor(s) to place the order for the tickets or bracelets required to run the Fundraiser as agreed upon
 - Pre-Numbered Tickets with Duplicate stub (**for Ticket Sales**) *(CLICK HERE TO VIEW OF Ticket Samples)*
 - Admission Bracelets (**for Bracelet Sales**) *(CLICK HERE TO VIEW IMGE OF Admission Bracelet Samples)*
12. Once the merchandise arrive they are ready to be sold.
13. The Sponsor **WILL NOW** release the Purchase Order(s) for the quantity of the items that was received, the District's Account Payable department will make the payment to the vendor for the goods received
Click link to find How To Guide for PO Receiving Instructions
[LINK](#)
 - **ABSOLUTELY NO PAYMENTS ARE TO BE MADE DIRECTLY TO THE VENDOR USING THE MONEY COLLECTED FROM THE FUNDRAISER**
14. The Sponsor or Club Members will collect currency and issue the payee(customer) a Ticket or Bracelet (**Depending on what is being sold**). (**REMEMBER NO CHECKS ARE ALLOWED**)
(CLICK HERE TO VIEW OF Ticket Stub Samples)
 - If Tickets are sold, the Sponsor **WILL ONLY DETACH** the payee's ticket, however, The Sponsor **WILL NOT DETACH** the Stub from the remaining Ticket Stubs (roll/stack),
BY NOT DETACHING THE STUB, it will be easier to account for in the Ticket Sales Template below.
15. The Sponsor **WILL** keep the money collected in a safe place as it is being collected to ensure it is not lost or stolen

16. **At the end of the day**, the Sponsor **WILL** separate the cash and coins (**small denomination**) in the exact amount of the **Change Box Funds** check from the funds collected that day and use it for change the next day to issue change for each transaction
- **THIS IS TO BE DONE EVERY DAY UNTIL THE LAST DAY OF THE FUNDRAISER**
17. The Sponsor **WILL NOW** Print the **Sponsor Deposit Checklist** to ensure that they collect and complete the required documentation that will be taken to their Campus Bookkeeper/Secretary
[\(CLICK HERE TO VIEW IMGAGE OF Sponsor Deposit Checklist Form\)](#)
[LINK](#)
- Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - Approved Fundraiser/Sales Application
 - Ticket/Bracelet Sales Template (**Use applicable one**)
 - Pre-Numbered Ticket Stub (**For Ticket Sales**)
 - Additional documentation (**If applicable**)
18. The Sponsor **WILL NOW** gather the money that was collected that day **Step 15** to complete **Step 19**
19. The Sponsor **WILL NOW** complete **Sponsor Tabulation of Monies for Deposit** distribution sheet
[\(CLICK HERE TO VIEW IMAGE OF Sponsor Tabulation of Monies for Deposit\)](#)
[LINK](#) [COMPUTERIZED LINK](#)
- Enter the following:
 - **Date:** Enter the Date the money was received
 - **Organization:** Enter the name of your Campus and Club Organization Name
 - **Account Number:** Enter the Account Number for your Organization
 - **Currency/Coins:** Enter the quantity per denomination on the corresponding section
 - **Business Checks/MO/CC:** Enter the business checks/Money Orders, Cashier's Check received
 - **Remember NO PERSONAL CHECKS ARE ALLOWED, ONLY APPLY TO BUSINESS CHECKS**
 - **Total Currency:** Enter the total value that was collected in bills
 - **Total Coins:** Enter the total value that was collected in coins
 - **Total Checks:** Enter the total value of all the checks **ONLY APPLY TO BUSINESS CHECKS**
 - **Total Currency + Coins + Checks:** Enter the total value of the full deposit
 - **Receipts Collected for What Purpose:** Enter the name of the Fundraiser
 - **Signature of Sponsor:** Sign to acknowledge payment information above
 - **Signature of Bookkeeper/Secretary:** Bookkeeper/Secretary will sign to acknowledging the acceptance of the funds and the information is correct
20. The Sponsor **WILL NOW** gather Ticket Stubs or the remaining Bracelets from **Step 14** to complete **Step 21**
21. The Sponsor **WILL NOW** complete the Ticket Sales or Bracelet Sales Calculation Template using the ticket stubs or remaining bracelets from **Step 14** Tickets **MUST** be in numerical Order from Least to Highest Number
(If Detached, they should be in Numerical Order)
[\(CLICK HERE TO VIEW IMAGE OF Ticket Sales Template\)](#)
[LINK](#)
- If Tickets are sold, the following is required in the yellow boxes
 - **Enter as many boxes as needed for the different Ticket Color/Rolls used**
 - **Enter Cash Total Collected:** Total of money in hand
 - **Event Name:** Name of the Event/Show
 - **Ticket Color:** Enter color of ticket rolls (usually used when different color tickets are used)
 - **Event Date:** Enter the Date the Event/Show took place
 - **Selling Ticket Price:** Enter the price the ticket in that color was sold for
 - **Enter the 1st Ticket # Sold:** Enter the Lowest Ticket number from roll
 - **Enter the Last Ticket # Sold:** Enter the Previous Ticket number from the remaining from the roll
 - **Explain why DOES NOT BALANCE:** If you get a Does Not Balance notice, explain why the money collected does not match the amount sold

[\(CLICK HERE TO VIEW IMAGE OF Bracelet Sale Template\)](#)

[LINK](#)

- If Bracelets are sold, the following is required in the yellow boxes
 - **Enter as many boxes as needed for the different Bracelet colors used**
 - **Enter Cash Total Collected:** Total of money in hand
 - **Event Name:** Name of the Event/Show
 - **Bracelet Color:** Enter color of ticket rolls (usually used when different color bracelets are used)
 - **Event Date:** Enter the Date the Event/Show took place
 - **Bracelet Selling Price:** Enter the price the ticket in that color was sold for
 - **Enter Quantity of Starting Inventory:** Enter the total number of bracelets at the start of the fundraiser
 - **Enter Quantity of Remaining Inventory:** Enter the total number of bracelets at the end of the fundraiser each day
 - **Explain why DOES NOT BALANCE:** If you get a Does Not Balance notice, explain why the money collected does not match the amount sold
22. The Sponsor **WILL NOW** verify that the **ALL** documents from the [Sponsor Deposit Checklist](#) are completed and deposit is ready for delivery to the Campus Bookkeeper/Secretary
- Sponsor Deposit Checklist
 - Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - Approved Fundraiser/Sales Application
 - Ticket/Bracelet Sales Template (**Use applicable one**)
 - Pre-Numbered Ticket Stub (**For Ticket Sales**)
 - Additional documentation (**If applicable**)
23. The Sponsor **WILL NOW** take the money they received that day along with the documentation gathered from the [Sponsor Deposit Checklist](#) to their Campus Bookkeeper/Secretary **NO LATER** than the **NEXT** business day (**NO EXCEPTIONS!**)
- **THIS IS TO BE DONE EVERY DAY UNTIL THE LAST DAY OF THE FUNDRAISER**
24. The Sponsor **WILL** wait for the Campus Bookkeeper/Secretary to verify the documents and funds and **WILL RECEIVE** a receipt in the exact amount the money that was delivered at that same time
25. The Sponsor **WILL** remove the cash in the amount of the [Change Box Funds Check](#) and return them in a separate deposit
[\(CLICK HERE TO VIEW Change Box Funds Return Instructions\)](#)
26. **WHEN APPLICABLE**, The Sponsor **MAY NOW** contact the vendor(s) to inform of the remaining merchandise that will be returned
27. **WHEN APPLICABLE**, The Sponsor **WILL** keep the remaining inventory in a safe place (**If needed for future fundraisers, proper documentation and approval should be noted prior to using it**)
28. The Sponsor **WILL** keep a copy of all documentation, records etc. in a safe place.
29. The Sponsor **WILL** receive an email from noreply@sharylandisd.org at the end of the fundraiser to remind them to complete the Financial Recap of the Fundraiser
30. The Sponsor **WILL** complete the Financial Recap and note the revenues, expenses and profit made from the Fundraiser

Failure to abide by Sharyland ISD policies may result in disciplinary action.

Sponsor Signature

Date

[\(END OF TICKET/BRACELET SALES RETURN TO Summary Page\)](#)

[\(CLICK HERE TO VIEW THE REQUIRED DOCUMENT IMAGES FOR TICKETS/BRACELET SALES\)](#)

1. The Sponsor **MUST** submit [The Laserfiche Fundraiser/Sales Application](#) within a **MINIMUM OF 15 BUSINESS DAYS** prior to the Fundraiser start date
Click link to pinpoint form in the SISD website:
[LINK](#)
2. Sponsor **MUST REFRAIN** from moving forward with the Fundraiser **UNTIL** the Laserfiche Fundraiser/Sales Application has received **FINAL APPROVAL**.
Approval Sequence:
 - 1st Approval: Campus Principal, Athletic Director
 - Final Approval: Business Office- Senior Accountant (**Dalila Ovando**)
3. Once All Approver Levels are completed, the Sponsor will receive email from noreply@sharylandisd.org
(CLICK HERE TO VIEW IMAGE OF EMAIL FROM noreply@sharylandisd.org)
4. The Sponsor **MUST** download the attachment (**PDF File**) by clicking on the file
(CLICK HERE TO VIEW IMAGE OF Approved Application)
5. The Sponsor **MUST** save the application (**PDF File**) for the Club records and also to submit with **ALL** the deposits when cash is collected.
(CLICK HERE TO VIEW IMAGE OF Approved Application with Approved Signatures)
6. **If money will be personally exchanged between the Sponsor and the customers**, The Sponsor **WILL** enter a Purchase Requisition and request a [Change Box Funds Check](#) to cash it for small denomination bills & coins and use it to issue change for each transaction
(CLICK HERE TO VIEW Change Box Funds Return Instructions)
7. The Sponsor **MAY** now proceed with the Bookfair
8. The Sponsor **MAY** now contact the Vendor(s) to request the product(s) that are needed to proceed with the Bookfair
9. Once the merchandise arrives they are ready to be sold.
10. Using the Cash Register, the Sponsor **WILL** issue a receipt for the amount collected from each customer each time a transaction is done. Proper change needs to be issued to the customer when it is required. **(REMEMBER NO CHECKS ARE ALLOWED)**
11. The Sponsor **WILL** close out the Cash Register at the end of each day and print the [Daily Cash Register Report](#).
(CLICK HERE TO VIEW IMAGE OF Daily Cash Register Report)
12. **At the end of the day**, the Sponsor **WILL** separate the cash and coins (**small denomination**) in the exact amount of the [Change Box Funds](#) check from the funds collected that day and use it for change the next day to issue change for each transaction
 - **THIS IS TO BE DONE EVERY DAY UNTIL THE LAST DAY OF THE FUNDRAISER**
13. The Sponsor **WILL NOW** print the [Sponsor Deposit Checklist](#) to ensure that they collect and complete the required documentation that will be taken to their Campus Bookkeeper/Secretary
(CLICK HERE TO VIEW OF Sponsor Deposit Checklist Form)
[LINK](#)
 - Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - Approved Fundraiser/Sales Application
 - Daily Cash Register Report (**MUST indicate total cash collected for that day**)
 - Additional documentation (**If applicable**)
14. The Sponsor **WILL NOW** gather the money that was collected that day **Step 10** to complete **Step 15**
15. The Sponsor **WILL NOW** complete [Sponsor Tabulation of Monies for Deposit](#) distribution sheet
(CLICK HERE TO VIEW IMAGE OF Sponsor Tabulation of Monies for Deposit)
[LINK](#) [COMPUTERIZED LINK](#)
 - Enter the following:
 - **Date:** Enter the Date the money was received
 - **Organization:** Enter the name of your Campus NAME LIBRARY
 - **Account Number:** 461 R 00 5755 88 XXX 0 00 000

- **Currency/Coins:** Enter the quantity per denomination on the corresponding section
- **Business Checks/MO/CC: DOES NOT APPLY**
 - **Remember NO PERSONAL CHECKS ARE ALLOWED**
- **Total Currency:** Enter the total value that was collected in bills
- **Total Coins:** Enter the total value that was collected in coins
- **Total Checks: DOES NOT APPLY**
- **Total Currency + Coins + Checks:** Enter the total value of the full deposit
- **Receipts Collected for What Purpose:** Enter Campus NAME LIBRARY
- **Signature of Sponsor:** Sign to acknowledge payment information above
- **Signature of Bookkeeper/Secretary:** Bookkeeper/Secretary will sign to acknowledging the acceptance of the funds and the information is correct

- The Sponsor **WILL NOW** verify that the **ALL** documents from the *Sponsor Deposit Checklist* are completed and deposit is ready for delivery to the Campus Bookkeeper/Secretary
 - Sponsor Deposit Checklist
 - Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - Approved Fundraiser/Sales Application
 - Additional documentation **(If applicable)**
- The Sponsor **WILL NOW** take the money they received that day along with the documentation gathered from the *Sponsor Deposit Checklist* to their Campus Bookkeeper/Secretary **NO LATER** than the **NEXT** business day **(NO EXCEPTIONS!)**
 - **THIS IS TO BE DONE EVERY DAY UNTIL THE LAST DAY OF THE FUNDRAISER**
- The Sponsor **WILL** wait for the Campus/Bookkeeper/Secretary to verify the documents and funds and **WILL RECEIVE** a receipt in the exact amount the money that was delivered at that same time
- The Sponsor **WILL** remove the cash in the amount of the *Change Box Funds Check* and return them in a separate deposit
(CLICK HERE TO VIEW Change Box Funds Return Instructions)
- The Sponsor **WILL** keep a copy of all documentation, records etc. in a safe place.
- At the end of the Bookfair**, the Sponsor **MAY NOW** contact the vendor(s) to inform of the remaining merchandise that will be returned and request an invoice
- (If Applicable)** The Sponsor **MAY NOW** enter the Purchasing Requisition(s) in the Skyward Module for the amount of money that is owed to the vendor
Click link to find How To Guide for PO Requisition Instructions:
[LINK](#)
- The Sponsor **WILL NOW** release the Purchase Order(s) for the amount of the invoice, the District's Account Payable department will make the payment to the vendor for the goods received
Click link to find How To Guide for PO Receiving Instructions
[LINK](#)
 - **ABSOLUTELY NO PAYMENTS ARE TO BE MADE DIRECTLY TO THE VENDOR USING THE MONEY COLLECTED FROM THE FUNDRAISER**
- The Sponsor **WILL** keep a copy of all documentation, records etc. in a safe place.
- The Sponsor **WILL** receive an email from noreply@sharylandisd.org at the end of the fundraiser to remind them to complete the Financial Recap of the Fundraiser
- The Sponsor **WILL** complete the Financial Recap and note the revenues, expenses and profit made from the Fundraiser

Failure to abide by Sharyland ISD policies may result in disciplinary action.

Sponsor Signature

Date

(END OF BOOKFAIR RETURN TO Summary Page)
(CLICK HERE TO VIEW THE REQUIRED DOCUMENT IMAGES FOR BOOKFAIR)

1. The Sponsor **MUST** submit [The Laserfiche Fundraiser/Sales Application](#) within a **MINIMUM OF 15 BUSINESS DAYS** prior to the Fundraiser start date
Click link to pinpoint form in the SISD website:
[LINK](#)
2. Sponsor **MUST REFRAIN** from moving forward with the Fundraiser **UNTIL** the Laserfiche Fundraiser/Sales Application has received **FINAL APPROVAL**.
Approval Sequence:
 - 1st Approval: Campus Principal, Athletic Director
 - Final Approval: Business Office- Senior Accountant (**Dalila Ovando**)
3. Once All Approver Levels are completed, the Sponsor will receive email from noreply@sharylandisd.org
(CLICK HERE TO VIEW IMAGE OF EMAIL FROM noreply@sharylandisd.org)
4. The Sponsor **MUST** download the attachment (**PDF File**) by clicking on the file
(CLICK HERE TO VIEW IMAGE OF Approved Application)
5. The Sponsor **MUST** save the application (**PDF File**) for the Club records and also to submit with **ALL** the deposits when cash is collected.
(CLICK HERE TO VIEW IMAGE OF Approved Application with Approved Signatures)
6. The Sponsor **MAY NOW** proceed with the Club's Fundraiser
If payments of \$5.01 or more are expected to be collected per Student, a Triplicate Receipt Book MUST be purchased
Same Purchasing Procedures Apply [LINK](#)

(Select One)

INVENTORY SALES FUNDRAISER

- Chocolate Bars
- Discount Cards
- Restaurant Food Tickets

PRE-ORDER SALES FUNDRAISER

- Fan Shirts
- Brochure Sales
- Candles
- Gourmet Popcorn

INVENTORY SALES FUNDRAISER

AFTER THE FUNDRAISER/SALES APPLICATION IS APPROVED

7. The Sponsor **MAY NOW** contact the Vendor(s) to request a quote for the product(s) that are needed to proceed the Fundraiser
8. The sponsor **MAY NOW** enter the Purchasing Requisition(s) in the Skyward Module
Click link to find How To Guide for PO Requisition Instructions:
[LINK](#)
9. The Sponsor **MUST REFRAIN** from purchasing **ANY** merchandise **UNTIL** a Purchase Order(s) is Approved
NOTE: Your Requisition number will remain a Requisition number until this entire process is complete. Once you have all data completed, and Submit for Approval, the Requisition Number will convert to a PO number
10. Once the Purchase Order is Approved, the Sponsor **WILL** contact the Vendor(s) to place the order for the merchandise needed to run the Fundraiser as agreed upon
11. Once the merchandise arrives they are ready to be distributed between the Club Members so they can be sold
12. The Sponsor **WILL** keep detailed records on the quantity of the merchandise that each Club Member acquired and hold them accountable for the selling price
13. The Sponsor **WILL** instruct the Club Members to make payments within the allotted time to prevent unintentionally losing the money.
14. The Sponsor **WILL** count the money that the Club Member has delivered and verify that the money delivered matches the value of the items sold. The Sponsor **WILL** issue a receipt using the [Triplicate Receipt Book](#) or note it on the [Daily Collections Report](#) for the amount received. **(Depends on the amount that is collected)**

15. **FOR PAYMENTS OF \$5.01 OR MORE PER PAYMENT**, the Sponsor **WILL** gather the **Triplicate Receipt Book** to issue a receipt in the exact amount of the money that was collected at that same time.
(White Original to Payee (Club Member), Yellow Carbonless for Deposit, Pink Carbonless remains in Receipt Book)
[\(CLICK HERE TO VIEW OF Triplicate Receipt Book Receipts\)](#)
- The following information **IS** required
 - **Date:** Enter the Date the money was received
 - **Received From:** Enter the name of the Club Member turning in money
 - **\$:** Enter the amount of the money received in Numerical Format
 - **Dollars:** Enter the amount of the money received in Extended Format
 - **For:** Enter the Fundraiser Name
 - **By:** Your Signature acknowledging receipt of money
 - **Deposit Type:** **SHOULD BE CASH (NO CHECKS ALLOWED)**
 - Receipts **CAN NOT** be altered, if a mistake is made, it needs to be Voided
 - Voided Receipts are to **REMAIN** in the Receipt book with the White/Yellow & Pink originals attached.
 - Receipts **ARE NOT** to be pre-written
 - Use Stock Board included in the book and place it under the Pink receipt to prevent accidentally copying data onto the following receipts
16. **FOR PAYMENTS OF \$5.00 OR LESS PER PAYMENT**, The Sponsor **WILL** print the **Daily Collections Report Template** and notate the payment in the exact amount of the money that was collected at that same time
[\(CLICK HERE TO VIEW OF Daily Collections Report Template\)](#)
[LINK](#)
- The following information **IS** required
 - **Header information should be pre-filled with Fundraiser information**
 - **Date:** Enter the date the money was received
 - **Campus:** Enter the campus/organization Name
 - **Club/Teacher:** Enter the Club Name or Teacher Name **(If not a Club Fundraiser)**
 - **Fundraiser/Purpose:** Enter the Name of the Fundraiser or Reason for collection
 - **Date Received:** Enter the Date the money was collected per student
 - **Student Name:** Enter the Name of the Student paying
 - **Collected:** Enter the amount of money collected per Student at the time the money is received
 - **Comments:** Enter any comments that may be related to the payment
 - **Initials:** Junior High/High School Students **MUST** initial to proof payment was received
 - **Sponsor Signature:** At the end of the day, the Sponsor **MUST** sign the form
 - **Date Submitted to Campus Secretary/Bookkeeper:** Enter the date the sponsor delivered the money to the Campus Secretary/Bookkeeper
 - **DO NOT USE WHITE OUT**, if an **ERROR** is done, draw a line over the it and enter the corrected information on the following line
17. The Sponsor **WILL NOW** print the **Sponsor Deposit Checklist** to ensure that they collect and complete the required documentation that will be taken to their Campus Bookkeeper/Secretary
[\(CLICK HERE TO VIEW IMAGE OF Sponsor Deposit Checklist Form\)](#)
[LINK](#)
- Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - Approved Fundraiser/Sales Application
 - Original Receipts to Payee **(payments over \$5.00)** or Daily Collections Report **(\$5.00 or less)**
 - Receipt Tally Template **(When Receipts are issued)**
 - Inventory Sales Template **(Only for Last deposit for the Fundraiser)**
 - Additional documentation **(If applicable)**
18. The Sponsor **WILL NOW** gather the money collected that day from the Club Members for **Step 14** to complete **Step 19**
19. The Sponsor **WILL NOW** complete **Sponsor Tabulation of Monies for Deposit** distribution sheet
[\(CLICK HERE TO VIEW IMAGE OF Sponsor Tabulation of Monies for Deposit\)](#)
[LINK](#) [COMPUTERIZED LINK](#)
- Enter the following:
 - **Date:** Enter the Date the money was received

- **Organization:** Enter the name of your Campus and Club Organization Name
- **Account Number:** Enter the Account Number for your Organization
- **Currency/Coins:** Enter the quantity per denomination on the corresponding section
- **Business Checks/MO/CC: SHOULD NOT APPLY (NO CHECKS ALLOWED)**
- **Total Currency:** Enter the total value that was collected in bills
- **Total Coins:** Enter the total value that was collected in coins
- **Total Checks: SHOULD NOT APPLY (NO CHECKS ALLOWED)**
- **Total Currency + Coins + Checks:** Enter the total value of the full deposit
- **Receipts Collected for What Purpose:** Enter the detail information of the reason that funds were collected (**Fundraiser Name**)
- **Signature of Sponsor:** Sign to acknowledge payment information above
- **Signature of Bookkeeper/Secretary:** Bookkeeper/Secretary will sign to acknowledging the acceptance of the funds and the information is correct

20. **IF RECEIPTS WERE ISSUED**, the Sponsor **WILL NOW** gather the receipts that were issued in **Step 15** to complete **Step 21**

21. The Sponsor **WILL NOW** complete **Receipt Tally Template** and verify that all receipts from **Step 17** are included and match the deposit cash on hand.

[\(CLICK HERE TO VIEW IMAGE OF Receipt Tally Template\)](#)

[LINK](#)

- Enter the following: (**Only type on the yellow boxes**)
 - **Total Deposit:** Enter the Total Value of the Cash on Hand
 - **Receipt 1:** Enter the First Receipt Number (**Enter from Lowest to Highest Number**)
 - **Receipt 2 and so on: Will Auto Populate in Numerical sequence**
 - **Amount Per Receipt:** Enter the amount that **EACH** Receipt
- If **Multiple Receipt Books** are used, select the Tab Titled **Multiple Receipt Books** : (**Follow the same pattern**)

22. **FOR THE LAST DEPOSIT ONLY**, the Sponsor **WILL NOW** gather unsold merchandise in **Step 11** to complete **Step 23**

23. **FOR THE LAST DEPOSIT ONLY**, The Sponsor **WILL NOW** complete the **Inventory Sales Calculation Template**

[\(CLICK HERE TO VIEW IMAGE OF Inventory Sales Template\)](#)

[LINK](#)

Enter in as many boxes as needed for the different products received

- The following is required (**Type in the yellow boxes**)
 - **Enter Cash Total Collected:** Total of money in hand
 - **Fundraiser Date (Start):** The First Date the Fundraiser will Begin sales
 - **Fundraiser Date (End):** The Last Day the Fundraiser will Stop sales
 - **Item Name:** Name of the Item being sold
 - **Item Size/OZ/Color/Etc.:** Description of the item being sold
 - **Item Selling Price:** Enter the price that item was sold for
 - **Enter Quantity of Starting Inventory:** Enter the total number items at the start of the fundraiser
 - **Enter Quantity of Remaining Inventory:** Enter the total number of items at the end of the fundraiser each day
 - **Explain why DOES NOT BALANCE:** If you get a **Does Not Balance** notice, explain why the money collected does not match the amount sold

24. The Sponsor **WILL NOW** verify that the **ALL** documents from the **Sponsor Deposit Checklist** are completed and deposit is ready for delivery to the Campus Bookkeeper/Secretary

- Sponsor Deposit Checklist
- Sponsor Deposit Tabulation Sheet
- Currency/Coins
- Approved Fundraiser/Sales Application
- Original Receipts to Payee (**payments of \$5.01 or more**) or Daily Collections Report (**\$5.00 or less**)
- Receipt Tally Template (**When Receipts are issued**)
- Inventory Sales Template (**Only for Last deposit for the Fundraiser**)
- Additional documentation (**If applicable**)

25. The Sponsor **WILL NOW** take the money they received that day along with the documentation gathered from the [Sponsor Deposit Checklist](#) to their Campus Bookkeeper/Secretary **NO LATER** than the **NEXT** business day **(NO EXCEPTIONS!)**
 - **THIS IS TO BE DONE EVERY DAY MONEY IS COLLECTED UNTIL THE LAST DEPOSIT FOR THE FUNDRAISER**
26. The Sponsor **WILL** wait for the Campus Bookkeeper/Secretary to verify the documents and the funds and **WILL RECEIVE** a receipt in the exact amount of the money that was delivered at that same time

AFTER COLLECTING THE MONEY
27. **WHEN APPLICABLE**, The Sponsor **MAY NOW** contact the vendor(s) to inform of the remaining merchandise that will be returned
28. **WHEN APPLICABLE**, The Sponsor **WILL** keep the remaining inventory in a safe place
(If needed for future fundraisers, REPEAT THE SAME APPROVAL PROCESS OR IT WILL COUNT AS SECOND FUNDRAISER)
29. The Sponsor **WILL NOW** release the Purchase Order(s) for the quantity of the items that was received/used, and the District's Account Payable Department will make the payment to the vendor for the goods received/used
Click link to find How To Guide on Receiving
[LINK](#)
 - **ABSOLUTELY NO PAYMENTS ARE TO BE MADE DIRECTLY TO THE VENDOR USING THE MONEY COLLECTED FROM THE FUNDRAISER**
30. The Sponsor **WILL** keep a copy of all documentation, records etc. in a safe place.
31. The Sponsor **WILL** receive an email from noreply@sharylandisd.org at the end of the fundraiser to remind them to complete the Financial Recap of the Fundraiser
32. The Sponsor **WILL** complete the Financial Recap and note the revenues, expenses and profit made from the Fundraiser

PRE-ORDER MERCHANDISE FUNDRAISER
AFTER THE FUNDRAISER/SALES APPLICATION IS APPROVED

7. The Sponsor **MAY NOW** contact the Vendor(s) to request the Pre-Order forms needed proceed with the Fundraiser
NO MERCHANDISE IS PERMITTED TO BE PURCHASED UNTIL AFTER THE PRE-ORDER SALES FORMS & MONEY HAVE BEEN COLLECTED
8. Once the Pre-Order Forms arrive, the Sponsor **WILL** distribute them between the Club Members
9. The Sponsor **WILL** instruct the Club Members to submit the Pre-Order Forms and the money they collected within the allotted time to prevent unintentionally losing the money
10. The Sponsor **WILL** review the Pre-Order Form and also count the money that the Club Member delivered and verify that the money delivered matches the value of the Pre-Order form. The Sponsor **WILL** issue a receipt using the [Triplicate Receipt Book](#) or note it on the [Daily Collections Report](#) for the amount received. **(Depends on the amount that is collected)**
11. **FOR PAYMENTS OF \$5.01 OR MORE PER PAYMENT**, the Sponsor **WILL** gather the [Triplicate Receipt Book](#) to issue a receipt in the exact amount of the money that was collected at that same time.
(White Original to Payee (Club Member), Yellow Carbonless for Deposit, Pink Carbonless remains in Receipt Book)
(CLICK HERE TO VIEW OF Triplicate Receipt Book Receipts)
 - The following information **IS** required
 - **Date:** Enter the Date the money was received
 - **Received From:** Enter the name of the Club Member turning in money
 - **\$:** Enter the amount of the money received in Numerical Format
 - **Dollars:** Enter the amount of the money received in Extended Format
 - **For:** Enter the Fundraiser Name
 - **By:** Your Signature acknowledging receipt of money
 - **Deposit Type:** **SHOULD BE CASH (NO CHECKS ALLOWED)**
 - Receipts **CAN NOT** be altered, if a mistake is made, it needs to be Voided
 - Voided Receipts are to **REMAIN** in the Receipt book with the White/Yellow & Pink originals attached.
 - Receipts **ARE NOT** to be pre-written
 - Use Stock Board included in the book and place it under the Pink receipt to prevent accidentally copying data onto the following receipts
12. **FOR PAYMENTS OF \$5.00 OR LESS PER PAYMENT**, The Sponsor **WILL** pull out [Daily Collections Report Template](#) and notate the payment that was collected at that same time
(CLICK HERE TO VIEW OF Daily Collections Report Template)
[LINK](#)

- The following information **IS** required
 - **Header information should be pre-filled with Fundraiser information**
 - **Date:** Enter the date the money was received
 - **Campus:** Enter the campus/organization Name
 - **Club/Teacher:** Enter the Club Name or Teacher Name **(If not a Club Fundraiser)**
 - **Fundraiser/Purpose:** Enter the Name of the Fundraiser or Reason for collection
 - **Date Received:** Enter the Date the money was collected per student
 - **Student Name:** Enter the Name of the Student paying
 - **Collected:** Enter the amount of money collected per Student at the time the money is received
 - **Comments:** Enter any comments that may be related to the payment
 - **Initials:** Junior High/High School Students **MUST** initial to proof payment was received
 - **Sponsor Signature:** At the end of the day, the Sponsor **MUST** sign the form
 - **Date Submitted to Campus Secretary/Bookkeeper:** Enter the date the sponsor delivered the money to the Campus Secretary/Bookkeeper
- **DO NOT USE WHITE OUT**, if an **ERROR** is done, draw a line over the it and enter the corrected information on the following line

13. The Sponsor **WILL NOW** print the [Sponsor Deposit Checklist](#) to ensure that they collect and complete the required documentation that will be taken to their Campus Bookkeeper/Secretary
[\(CLICK HERE TO VIEW IMAGE OF Sponsor Deposit Checklist Form\)](#)
[LINK](#)

- Sponsor Deposit Tabulation Sheet
- Currency/Coins
- Approved Fundraiser/Sales Application
- Original Receipts to Payee (**payments over \$5.00**) or Daily Collections Report (**\$5.00 or less**)
- Receipt Tally Template (**When Receipts are issued**)
- Additional documentation (**If applicable**)

14. The Sponsor **WILL NOW** gather the money collected that day from the Club Members for **Step 10** to complete **Step 15**

15. The Sponsor **WILL NOW** complete [Sponsor Tabulation of Monies for Deposit](#) distribution sheet by counting the bills and coins
[\(CLICK HERE TO VIEW IMAGE OF Sponsor Tabulation of Monies for Deposit\)](#)
[LINK](#) [COMPUTERIZED LINK](#)

- Enter the following:
 - **Date:** Enter the Date the money was received
 - **Organization:** Enter the name of your Campus and Club Organization Name
 - **Account Number:** Enter the Account Number for your Organization
 - **Currency/Coins:** Enter the quantity per denomination on the corresponding section
 - **Business Checks/MO/CC: SHOULD NOT APPLY (NO CHECKS ALLOWED)**
 - **Total Currency:** Enter the total value that was collected in bills
 - **Total Coins:** Enter the total value that was collected in coins
 - **Total Checks: SHOULD NOT APPLY (NO CHECKS ALLOWED)**
 - **Total Currency + Coins + Checks:** Enter the total value of the full deposit
 - **Receipts Collected for What Purpose:** Enter the detail information of the reason that funds were collected (**Fundraiser Name**)
 - **Signature of Sponsor:** Sign to acknowledge payment information above
 - **Signature of Bookkeeper/Secretary:** Bookkeeper/Secretary will sign to acknowledging the acceptance of the funds and the information is correct

16. **IF RECEIPTS WERE ISSUED**, The Sponsor **WILL NOW** gather the receipts that were issued in **Step 11** to complete **Step 17**

17. The Sponsor **WILL NOW** complete [Receipt Tally Template](#) and verify that all receipts from **Step 11** are included and match the deposit cash on hand.
[\(CLICK HERE TO VIEW IMAGE OF Receipt Tally Template\)](#)
[LINK](#)

- Enter the following: (**Only type on the yellow boxes**)
 - **Total Deposit:** Enter the Total Value of the Cash on Hand
 - **Receipt 1:** Enter the First Receipt Number (**Enter from Lowest to Highest Number**)
 - **Receipt 2 and so on:** Will Auto Populate in Numerical sequence

- **Amount Per Receipt:** Enter the amount that **EACH** Receipt
 - If **Multiple Receipt Books** are used, select the Tab Titled **Multiple Receipt Books** : **(Follow the same pattern)**
18. The Sponsor **WILL NOW** verify that the **ALL** documents from the **Sponsor Deposit Checklist** are completed and deposit is ready for delivery to the Campus Bookkeeper/Secretary
 - Sponsor Deposit Checklist
 - Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - Approved Fundraiser/Sales Application
 - Original Receipts to Payee (**payments of \$5.01 or more**) or Daily Collections Report (**\$5.00 or less**)
 - Receipt Tally Template (**When Receipts are issued**)
 - Additional documentation (**If applicable**)
 19. The Sponsor **WILL NOW** take the money they received that day along with the documentation gathered from the **Sponsor Deposit Checklist** to their Campus Bookkeeper/Secretary **NO LATER** than the **NEXT** business day (**NO EXCEPTIONS!**)
 - **THIS IS TO BE DONE EVERY DAY MONEY IS COLLECTED UNTIL THE LAST DEPOSIT FOR THE FUNDRAISER**
 20. The Sponsor **WILL** wait for the Campus Bookkeeper/Secretary to verify the documents and the funds and **WILL RECEIVE** a receipt in the exact amount the money that was delivered at that same time
AFTER COLLECTING THE PRE-ORDER SALES FORM & MONEY
 21. After the Pre-Order Forms and the Money has been collected, the Sponsor **MAY NOW** enter the Purchasing Requisition(s) in the Skyward Module (**NO EXTRAS ALLOWED**)
Click link to find How To Guide for PO Requisition Instructions:
[LINK](#)
 22. The sponsor **MUST REFRAIN** from purchasing **ANY** merchandise **UNTIL** a Purchase Order(s) is Approved

NOTE: Your Requisition number will remain a Requisition number until this entire process is complete. Once you have all data completed, and Submit for Approval, the Requisition Number will convert to a PO number
 23. Once the Purchase Order is Approved, the Sponsor **WILL** contact the Vendor(s) to place the order in accordance to what is on the Pre-Order Sales Form and the money that was collected (**NO EXTRAS ALLOWED**)
 24. Once merchandise arrives they are ready to be distributed between the Club Members for delivery to those who purchased from them
 25. The Sponsor **WILL** gather the Pre-Order Sales Form and distribute the product to the Club Members according to who placed the order and what is on the Pre-Order Sales Form and paid for
 26. The Sponsor **WILL NOW** release the Purchase Order(s) for the quantity of the items that was received, and the District's Account Payable Department will make the payment to the vendor for the goods received
Click link to find How To Guide on Receiving
[LINK](#)
 - **ABSOLUTELY NO PAYMENTS ARE TO BE MADE DIRECTLY TO THE VENDOR USING THE MONEY COLLECTED FROM THE FUNDRAISER**
 27. The Sponsor **WILL** keep a copy of all documentation, records etc. in a safe place.
 28. The Sponsor **WILL** receive an email from noreply@sharylandisd.org at the end of the fundraiser to remind them to complete the Financial Recap of the Fundraiser
 29. The Sponsor **WILL** complete the Financial Recap and note the revenues, expenses and profit made from the Fundraiser

Failure to abide by Sharyland ISD policies may result in disciplinary action.

 Sponsor Signature

 Date

(END OF PRE-ORDER/INVENTORY RETURN TO Summary Page)
(CLICK HERE TO VIEW THE REQUIRED DOCUMENT IMAGES FOR PRE-ORDER/INVENTORY)

1. The Sponsor **MUST** submit [The Laserfiche Fundraiser/Sales Application](#) within a **MINIMUM OF 15 BUSINESS DAYS** prior to the Fundraiser start date
Click link to pinpoint form in the SISD website:
[LINK](#)
2. Sponsor **MUST REFRAIN** from collecting any funds **UNTIL** the Laserfiche Fundraiser/Sales Application has received **FINAL APPROVAL**.
Approval Sequence:
 - 1st Approval: Campus Principal, Athletic Director
 - Final Approval: Business Office- Senior Accountant (**Dalila Ovando**)
3. Once All Approver Levels are completed, on the Fundraiser/Sales Application the Sponsor will receive email from **noreply@sharylandisd.org**
(CLICK HERE TO VIEW IMAGE OF EMAIL FROM noreply@sharylandisd.org)
4. The Sponsor **MUST** download the attachment (**PDF File**) by clicking on the file
(CLICK HERE TO VIEW IMAGE OF Approved Application)
5. Sponsor **MUST** save the application (**PDF File**) for your records and also to submit with **ALL** the deposits when cash is collected.
(CLICK HERE TO VIEW IMAGE OF Approved Application with Approved Signatures)
6. **If money will be personally exchanged between the Sponsor and the customers**, The Sponsor **WILL** enter a Purchase Requisition and request a [Change Box Funds Check](#) to cash it for small denomination bills & coins and use it to issue change for each transaction if needed
(CLICK HERE TO VIEW Change Box Funds Return Instructions)
7. The Sponsor **MAY NOW** proceed with the collection of Fees/Dues
If payments of \$5.01 or more are expected to be collected per Student, a Triplicate Receipt Book MUST be purchased
[Same Purchasing Procedures Apply](#)
[LINK](#)
8. **FOR PAYMENTS OF \$5.01 OR MORE PER PAYMENT**, the Sponsor **WILL** gather the [Triplicate Receipt Book](#) to issue a receipt in the exact amount of the money that was collected at that same time.
(White Original to Payee (Students, Parents), Yellow Carbonless for Deposit, Pink Carbonless remains in Receipt Book)
(CLICK HERE TO VIEW OF Triplicate Receipt Book Receipts)
 - The following information **IS** required
 - **Date:** Enter the Date the money was received
 - **Received From:** Enter the name of the Club Member turning in money
 - **\$:** Enter the amount of the money received in Numerical Format
 - **Dollars:** Enter the amount of the money received in Extended Format
 - **For:** Enter the Fundraiser Name
 - **By:** Your Signature acknowledging receipt of money
 - **Deposit Type: SHOULD BE CASH (NO CHECKS ALLOWED)**
 - Receipts **CAN NOT** be altered, if a mistake is made, it needs to be Voided
 - Voided Receipts are to **REMAIN** in the Receipt book with the White/Yellow & Pink originals attached.
 - Receipts **ARE NOT** to be pre-written
 - Use Stock Board included in the book and place it under the Pink receipt to prevent accidentally copying data onto the following receipts
9. **FOR PAYMENTS OF \$5.00 OR LESS PER PAYMENT**, The Sponsor **WILL** print the [Daily Collections Report Template](#) and notate the payment in the exact amount of the money that was collected at that same time
(CLICK HERE TO VIEW OF Daily Collections Report Template)
[LINK](#)
 - The following information **IS** required
 - **Header information should be pre-filled with Fundraiser information**
 - **Date:** Enter the date the money was received
 - **Campus:** Enter the campus/organization Name
 - **Club/Teacher:** Enter the Club Name or Teacher Name (**If not a Club Fundraiser**)
 - **Fundraiser/Purpose:** Enter the Name of the Fundraiser or Reason for collection

- **Date Received:** Enter the Date the money was collected per student
 - **Student Name:** Enter the Name of the Student paying
 - **Collected:** Enter the amount of money collected per Student at the time the money is received
 - **Comments:** Enter any comments that may be related to the payment
 - **Initials:** Junior High/High School Students **MUST** initial to proof payment was received
 - **Sponsor Signature:** At the end of the day, the Sponsor **MUST** sign the form
 - **Date Submitted to Campus Secretary/Bookkeeper:** Enter the date the sponsor delivered the money to the Campus Secretary/Bookkeeper
- **DO NOT USE WHITE OUT**, if an **ERROR** is done, write a line over the it and enter the corrected information on the following line
10. The Sponsor **WILL NOW** print the **Sponsor Deposit Checklist** to ensure that they collect and complete the required documentation that will be taken to their Campus Bookkeeper/Secretary
[\(CLICK HERE TO VIEW IMAGE OF Sponsor Deposit Checklist Form\)](#)
[LINK](#)
- Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - Approved Fundraiser/Sales Application
 - Original Receipts to Payee (**payments \$5.01 or more**) or Daily Collections Report (**\$5.00 or less**)
 - Receipt Tally Template (**When Receipts are issued**)
 - Additional documentation (**If applicable**)
11. The Sponsor **WILL NOW** gather the money collected that day from the Club Members for **Step 6** to complete **Step 11**
12. The Sponsor **WILL NOW** complete **Sponsor Tabulation of Monies for Deposit** distribution sheet
[\(CLICK HERE TO VIEW IMAGE OF Sponsor Tabulation of Monies for Deposit\)](#)
[LINK](#) [COMPUTERIZED LINK](#)
- Enter the following:
 - **Date:** Enter the Date the money was received
 - **Organization:** Enter the name of your Campus and Club Organization Name
 - **Account Number:** Enter the Account Number for your Organization
 - **Currency/Coins:** Enter the quantity per denomination on the corresponding section
 - **Business Checks/MO/CC: SHOULD NOT APPLY (NO CHECKS ALLOWED)**
 - **Total Currency:** Enter the total value that was collected in bills
 - **Total Coins:** Enter the total value that was collected in coins
 - **Total Checks: SHOULD NOT APPLY (NO CHECKS ALLOWED)**
 - **Total Currency + Coins + Checks:** Enter the total value of the full deposit
 - **Receipts Collected for What Purpose:** Enter the detail information of the reason that funds were collected (**Fundraiser Name**)
 - **Signature of Sponsor:** Sign to acknowledge payment information above
 - **Signature of Bookkeeper/Secretary:** Bookkeeper/Secretary will sign to acknowledging the acceptance of the funds and the information is correct
13. **IF RECEIPTS WERE ISSUED**, The Sponsor **WILL NOW** gather the receipts that were issued in **Step 7** to complete **Step 13**
14. The Sponsor **WILL NOW** complete **Receipt Tally Template** and verify that all receipts from **Step 6** are included and match the deposit cash on hand.
[\(CLICK HERE TO VIEW IMAGE OF Receipt Tally Template\)](#)
[LINK](#)
- Enter the following: (**Only type on the yellow boxes**)
 - **Total Deposit:** Enter the Total Value of the Cash on Hand
 - **Receipt 1:** Enter the First Receipt Number (**Enter from Lowest to Highest Number**)
 - **Receipt 2 and so on: Will Auto Populate in Numerical sequence**
 - **Amount Per Receipt:** Enter the amount that **EACH** Receipt
 - If **Multiple Receipt Books** are used, select the Tab Titled **Multiple Receipt Books** : (**Follow the same pattern**)
15. The Sponsor **WILL NOW** verify that the **ALL** documents from the **Sponsor Deposit Checklist** are completed and deposit is ready for delivery to the Campus Bookkeeper/Secretary
- Sponsor Deposit Checklist
 - Sponsor Deposit Tabulation Sheet

- Currency/Coins
- Approved Fundraiser/Sales Application
- Original Receipts to Payee (**payments over \$5.00**) or Daily Collections Report (**\$5.00 or less**)
- Receipt Tally Template (**When Receipts are issued**)
- Additional documentation (**If applicable**)

16. The Sponsor **WILL NOW** take the money they received that day along with the documentation gathered from the **Sponsor Deposit Checklist** to their Campus Bookkeeper/Secretary **NO LATER** than the **NEXT** business day (**NO EXCEPTIONS!**)
 - **THIS IS TO BE DONE EVERY DAY THAT MONEY IS COLLECTED UNTIL THE LAST DEPOSIT**
17. The Sponsor **WILL** wait for the Campus Bookkeeper/Secretary to verify the documents and the funds and **WILL RECEIVE** a receipt in the exact amount of the money that was delivered at that same time (**White Original**)
18. The Sponsor **WILL** remove the cash in the amount of the **Change Box Funds Check** and return them in a separate deposit ([CLICK HERE TO VIEW Change Box Funds Return Instructions](#))
19. Sponsor **WILL** keep a copy of all documentation, records etc. in a safe place.
20. The Sponsor **WILL** receive an email from noreply@sharylandisd.org at the end of the fundraiser to remind them to complete the Financial Recap of the Fundraiser
21. The Sponsor **WILL** complete the Financial Recap and note the revenues, expenses and profit made from the Fundraiser

WHEN PURCHASING CLUB APPAREL, GEAR, ETC. AFTER ALL THE MONEY HAS BEEN COLLECTED

22. After the money has been collected, the Sponsor **MAY NOW** enter the Purchasing Requisition(s) in the Skyward Module for the quantity of items that was paid by the Club Members, (**NO EXTRAS ALLOWED, ONLY CLUB MEMBERS MAY PURCHASE**)
 Click link to find How To Guide for PO Requisition Instructions:
[LINK](#)
23. The sponsor **WILL REFRAIN** from purchasing **ANY** merchandise **UNTIL** a Purchase Order(s) is Approved
 - **NOTE: Your Requisition number will remain a Requisition number until this entire process is complete. Once you have all data completed, and Submit for Approval, the Requisition Number will convert to a PO number**
24. Once the Purchase Order is Approved, the Sponsor **WILL** contact the Vendor(s) to place the order in accordance to what was paid for by the Club Members/Student, this is after all of the Collection of Fees/Dues has been deposited. (**NO EXTRAS ALLOWED**)
25. Once the merchandise arrives they are ready to be distributed to the Club Members/Students who paid for them
 - **THERE SHOULD NOT BE ANY INVENTORY**
26. The Sponsor **WILL NOW** release the Purchase Order(s) for the quantity of the items that was received and the District's Account Payable Department will make the payment to the vendor for the goods received
 Click link to find How To Guide on Receiving
[LINK](#)
 - **ABSOLUTELY NO PAYMENTS ARE TO BE MADE DIRECTLY TO THE VENDOR USING THE MONEY COLLECTED FROM THE FUNDRAISER**

Failure to abide by Sharyland ISD policies may result in disciplinary action.

 Sponsor Signature

 Date

(END OF FEES/DUES RETURN TO Summary Page)
(CLICK HERE TO VIEW THE REQUIRED DOCUMENT IMAGES FOR FEES/DUES)

1. The Sponsor **MUST** submit [The Laserfiche Fundraiser/Sales Application](#) within a **MINIMUM OF 15 BUSINESS DAYS** prior to the Fundraiser start date
Click link to pinpoint form in the SISD website:
[LINK](#)
2. Sponsor **MUST REFRAIN** from moving forward with the Fundraiser **UNTIL** the Laserfiche Fundraiser/Sales Application has received **FINAL APPROVAL**.
Approval Sequence:
 - 1st Approval: Campus Principal, Athletic Director
 - Final Approval: Business Office- Senior Accountant (**Dalila Ovando**)
3. Once All Approver Levels are completed on the Fundraiser/Sales Application the Sponsor will receive email from noreply@sharylandisd.org
(CLICK HERE TO VIEW IMAGE OF EMAIL FROM noreply@sharylandisd.org)
4. The Sponsor **MUST** download the attachment (**PDF File**) by clicking on the file
(CLICK HERE TO VIEW IMAGE OF Approved Application)
5. Sponsor **MUST** save the application (**PDF File**) for your records and also to submit with **ALL** the deposits when cash is collected.
(CLICK HERE TO VIEW IMAGE OF Approved Application with Approved Signatures)
6. **If money will be personally exchanged between the Sponsor and the customers**, The Sponsor **WILL** enter a Purchase Requisition and request a [Change Box Funds Check](#) to cash it for small denomination bills & coins and use it to issue change for each transaction if needed
(CLICK HERE TO VIEW Change Box Funds Return Instructions)
7. The Sponsor **MAY** now proceed with the Food Sales Fundraiser
[AFTER THE FUNDRAISER/SALES APPLICATION IS APPROVED](#)
8. **(If Applicable)** The Sponsor **MAY NOW** contact the Vendor(s) to request a quote for the product(s) that are needed to proceed with the Food Sales Fundraiser
9. The Sponsor **MAY NOW** enter the Purchasing Requisition(s) in the Skyward Module to order the products needed to run the Food Sales Fundraiser
Click link to find How To Guide for PO Requisition Instructions:
[LINK](#)
10. The sponsor **WILL REFRAIN** from purchasing **ANY** merchandise **UNTIL** a Purchase Order(s) is Approved
NOTE: Your Requisition number will remain a Requisition number until this entire process is complete. Once you have all data completed, and Submit for Approval, the Requisition Number will convert to a PO number
11. Once the Purchase Order is Approved, **(If Applicable)** The Sponsor **WILL** contact the Vendor(s) to place the order for the merchandise needed to run the Food Fundraiser **(If Club, Purchase will be to what was agreed during the Club Meeting)**
12. **(If Not Applicable)** The Sponsor **MAY** go to the approved vendor to purchase product(s) that are needed to run the Food Sales Fundraiser
13. Once the merchandise arrive they are ready to be sold.
14. The Sponsor or Club Members will collect currency and issue the payee(customer) the product they purchase.
 - **REMEMBER NO CHECKS ARE ALLOWED**
15. The Sponsor or Club Members collecting the money **WILL** keep the money in a safe place as it is being collected to ensure it is not lost or stolen
16. **At the end of the DAY**, the Sponsor and Club Members or the appropriate Staff (Sponsor Plus **1** more person **MUST BE PRESENT AND WILL** count the money together
17. The Sponsor **WILL** separate the cash and coins (**small denomination**) in the exact amount of the [Change Box Funds check](#) from the funds collected that day and use it for change the next day to issue change for each transaction
 - **THIS IS TO BE DONE EVERY DAY UNTIL THE LAST DAY OF THE FUNDRAISER**
18. The Sponsor **WILL NOW** print the [Sponsor Deposit Checklist](#) to ensure that they collect and complete the required documentation that will be taken to their Campus Bookkeeper/Secretary
(CLICK HERE TO VIEW OF Sponsor Deposit Checklist Form)
[LINK](#)

- Sponsor Deposit Tabulation Sheet
- Currency/Coins
- Approved Fundraiser/Sales Application

- The Sponsor **WILL NOW** gather the money that was collected that day **Step 14** to complete **Step 20**
- The Sponsor **WILL NOW** complete *Sponsor Tabulation of Monies for Deposit* distribution sheet
[\(CLICK HERE TO VIEW IMAGE OF Sponsor Tabulation of Monies for Deposit\)](#)
[LINK](#) [COMPUTERIZED LINK](#)
 - Enter the following:
 - **Date:** Enter the Date the money was received
 - **Organization:** Enter the name of your Campus and Club Organization Name
 - **Account Number:** Enter the Account Number for your Organization
 - **Currency/Coins:** Enter the quantity per denomination on the corresponding section
 - **Business Checks/MO/CC: SHOULD NOT APPLY (NO CHECKS ALLOWED)**
 - **Total Currency:** Enter the total value that was collected in bills
 - **Total Coins:** Enter the total value that was collected in coins
 - **Total Checks: SHOULD NOT APPLY (NO CHECKS ALLOWED)**
 - **Total Currency + Coins + Checks:** Enter the total value of the full deposit
 - **Receipts Collected for What Purpose:** Enter the detail information of the reason that funds were collected (**Fundraiser Name**)
 - **Signature of Sponsor:** Sign to acknowledge payment information above
 - **Signature of Bookkeeper/Secretary:** Bookkeeper/Secretary will sign to acknowledging the acceptance of the funds and the information is correct
- The Sponsor **WILL NOW** verify that the **ALL** documents from the *Sponsor Deposit Checklist* are completed and deposit is ready for delivery to the Campus Bookkeeper/Secretary
 - Sponsor Deposit Checklist
 - Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - Approved Fundraiser/Sales Application
- The Sponsor **WILL NOW** take the money they received that day along with the documentation gathered from the *Sponsor Deposit Checklist* to their Campus Bookkeeper/Secretary **NO LATER** than the **NEXT** business day **(NO EXCEPTIONS!)**
 - **THIS IS TO BE DONE EVERY DAY UNTIL THE LAST DEPOSIT OF THE FUNDRAISER**
- The Sponsor **WILL** wait for the Campus/Bookkeeper/Secretary to verify the documents and funds and **WILL RECEIVE** a receipt in the exact amount the money that was delivered at that same time
- The Sponsor **WILL** remove the cash in the amount of the *Change Box Funds Check* and return them in a separate deposit
[\(CLICK HERE TO VIEW Change Box Funds Return Instructions\)](#)
- The Sponsor **WILL** keep a copy of all documentation, records etc. in a safe place.
- The Sponsor **WILL NOW** release the Purchase Order(s) for the quantity of the items that was received and the District's Account Payable Department will make the payment to the vendor for the goods received
[Click link to find How To Guide on Receiving](#)
[LINK](#)
 - ABSOLUTELY NO PAYMENTS ARE TO BE MADE DIRECTLY TO THE VENDOR USING THE MONEY COLLECTED FROM THE FUNDRAISER**
- The Sponsor **WILL** receive an email from noreply@sharylandisd.org at the end of the fundraiser to remind them to complete the Financial Recap of the Fundraiser
- The Sponsor **WILL** complete the Financial Recap and note the revenues, expenses and profit made from the Fundraiser

Failure to abide by Sharyland ISD policies may result in disciplinary action.

Sponsor Signature

Date

(END OF FOOD SALES RETURN TO Summary Page)
[\(CLICK HERE TO VIEW THE REQUIRED DOCUMENT IMAGES FOR FOOD SALES\)](#)

BUSINESS CHECK/MONEY COLLECTION FUNDRAISER

[\(RETURN to Summary Page\)](#)

1. The Sponsor **MUST** submit [The Laserfiche Fundraiser/Sales Application](#) within a **MINIMUM OF 15 BUSINESS DAYS** prior to the Fundraiser start date
Click link to pinpoint form in the SISD website:
[LINK](#)
2. Sponsor **MUST REFRAIN** from collecting any funds **UNTIL** the Laserfiche Fundraiser/Sales Application has received **FINAL APPROVAL**.
Approval Sequence:
 - 1st Approval: Campus Principal, Athletic Director
 - Final Approval: Business Office- Senior Accountant (**Dalila Ovando**)
3. Once All Approver Levels are completed, on the Fundraiser/Sales Application the Sponsor will receive email from noreply@sharylandisd.org
(CLICK HERE TO VIEW IMAGE OF EMAIL FROM noreply@sharylandisd.org)
4. The Sponsor **MUST** download the attachment (**PDF File**) by clicking on the file
(CLICK HERE TO VIEW IMAGE OF Approved Application)
5. Sponsor **MUST** save the application (**PDF File**) for your records and also to submit with **ALL** the deposits when cash is collected.
(CLICK HERE TO VIEW IMAGE OF Approved Application with Approved Signatures)
6. The Sponsor **MAY NOW** proceed with the collection of Fees/Dues
A Triplicate Receipt Book MUST be purchased when money or business checks are collected in person
Same Purchasing Procedures Apply
[LINK](#)
7. The Sponsor will collect Business Checks or currency and issue the payee for the services that were rendered
 - **REMEMBER NO PERSONAL CHECKS ARE ALLOWED**
8. The Sponsor **WILL** keep the money in a safe place as it is being collected to ensure it is not lost or stolen
9. **FOR PAYMENTS COLLECTED IN PERSON**, the Sponsor **WILL** pull out the **Triplicate Receipt Book** to issue a receipt in the exact amount of the money or checks that was collected at that same time. **(NOT APPLICABLE FOR MAILED CHECKS)**
(White Original to Payee, Yellow Carbonless for Deposit, Pink Carbonless remains in Receipt Book)
(CLICK HERE TO VIEW OF Triplicate Receipt Book Receipts)
 - The following information **IS** required
 - **Date:** Enter the Date the money was received
 - **Received From:** Enter the name of the Club Member turning in money
 - **\$:** Enter the amount of the money received in Numerical Format
 - **Dollars:** Enter the amount of the money received in Extended Format
 - **For:** Enter the Fundraiser Name
 - **By:** Your Signature acknowledging receipt of money
 - **Deposit Type:** **CASH/CHECKS (NO PERSONAL CHECKS ALLOWED)**
 - Receipts **CAN NOT** be altered, if a mistake is made, it needs to be Voided
 - Voided Receipts are to **REMAIN** in the Receipt book with the White/Yellow & Pink originals attached.
 - Receipts **ARE NOT** to be pre-written
 - Use Stock Board included in the book and place it under the Pink receipt to prevent accidentally coping data onto the following receipts
10. The Sponsor **WILL NOW** print the **Sponsor Deposit Checklist** to ensure that they collect and complete the required documentation that will be taken to their Campus Bookkeeper/Secretary
(CLICK HERE TO VIEW IMGAGE OF Sponsor Deposit Checklist Form)
[LINK](#)
 - Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - Business Checks/Money Orders/Cashier Checks
 - Copies of Checks/ MO/CC
 - Approved Fundraiser/Sales Application
 - Original Receipts to Payee **(NOT APPLICABLE FOR MAILED CHECKS)**
 - Receipt Tally Template **(When Receipts are issued)**

- Additional documentation **(If applicable)**

11. The Sponsor **WILL NOW** gather the money collected that day from the Club Members for **Step 8** to complete **Step 13**
12. The Sponsor **WILL NOW** complete **Sponsor Tabulation of Monies for Deposit** distribution sheet
[\(CLICK HERE TO VIEW IMAGE OF Sponsor Tabulation of Monies for Deposit\)](#)
[LINK](#) [COMPUTERIZED LINK](#)
 - ii. Enter the following:
 - a. **Date:** Enter the Date the money was received
 - b. **Organization:** Enter the name of your Campus and Club Organization Name
 - c. **Account Number:** Enter the Account Number for your Organization
 - d. **Currency/Coins:** Enter the quantity per denomination on the corresponding section
 - e. **Business Checks/MO/CC: Business Check Name, Check #, Amount (NO PERSONAL CHECKS ALLOWED)**
 - f. **Total Currency:** Enter the total value that was collected in bills
 - g. **Total Coins:** Enter the total value that was collected in coins
 - h. **Total Checks: Value of all checks total (NO PERSONAL CHECKS ALLOWED)**
 - i. **Total Currency + Coins + Checks:** Enter the total value of the full deposit
 - j. **Receipts Collected for What Purpose:** Enter the detail information of the reason that funds were collected **(Fundraiser Name)**
 - k. **Signature of Sponsor:** Sign to acknowledge payment information above
 - l. **Signature of Bookkeeper/Secretary:** Bookkeeper/Secretary will sign to acknowledging the acceptance of the funds and the information is correct
27. **IF RECEIPTS WERE ISSUED**, The Sponsor **WILL NOW** gather the receipts that were issued in **Step 10** to complete **Step 11**
28. The Sponsor **WILL NOW** complete **Receipt Tally Template** and verify that all receipts from **Step 11** are included and match the deposit cash on hand.
[\(CLICK HERE TO VIEW IMAGE OF Receipt Tally Template\)](#)
[LINK](#)
 - i. Enter the following: **(Only type on the yellow boxes)**
 - a. **Total Deposit:** Enter the Total Value of the Cash on Hand
 - b. **Receipt 1:** Enter the First Receipt Number **(Enter from Lowest to Highest Number)**
 - c. **Receipt 2 and so on: Will Auto Populate in Numerical sequence**
 - d. **Amount Per Receipt:** Enter the amount that **EACH** Receipt
 - ii. If **Multiple Receipt Books** are used, select the Tab Titled **Multiple Receipt Books** : **(Follow the same pattern)**
29. The Sponsor **WILL NOW** verify that the **ALL** documents from the **Sponsor Deposit Checklist** are completed and deposit is ready for delivery to the Campus Bookkeeper/Secretary
 - Sponsor Deposit Checklist
 - Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - Business Checks
 - Checks Copies
 - Approved Fundraiser/Sales Application
 - Original Receipts to Payee **(NOT APPLICABLE FOR MAILED CHECKS)**
 - Receipt Tally Template **(When Receipts are issued)**
 - Additional documentation **(If applicable)**
30. The Sponsor **WILL NOW** take the business checks and money they received that day along with the documentation gathered from the **Sponsor Deposit Checklist** to their Campus Bookkeeper/Secretary **NO LATER** than the **NEXT** business day **(NO EXCEPTIONS!)**
 - i. **THIS IS TO BE DONE EVERY DAY THAT BUSINESS CHECKS OR MONEY IS COLLECTED**
31. The Sponsor **WILL** wait for the Campus Bookkeeper/Secretary to verify the documents and the funds and **WILL RECEIVE** a receipt in the exact amount of the money that was delivered at that same time **(White Original)**
32. The Sponsor **WILL** keep a copy of all documentation, records etc. in a safe place.
33. The Sponsor **WILL** receive an email from noreply@sharylandisd.org at the end of the fundraiser to remind them to complete the Financial Recap of the Fundraiser

34. The Sponsor **WILL** complete the Financial Recap and note the revenues, expenses and profit made from the Fundraiser

Failure to abide by Sharyland ISD policies may result in disciplinary action.

Sponsor Signature

Date

(END OF FEES/DUES RETURN TO Summary Page)

(CLICK HERE TO VIEW THE REQUIRED DOCUMENT IMAGES FOR BUSINESS CHECKS)

DONATIONS

[\(RETURN to Summary Page\)](#)

1. The Donor **WILL** notify the Sponsor of their intent to donate by submitting the completed [Donation Form](#) to the Sponsor
[\(CLICK HERE TO VIEW IMAGE OF Donation Form\)](#)
[LINK](#)
2. The Sponsor **WILL** notify their Campus Principal about the donation intent to request approval for acceptance
3. **Based on the donation type or restrictions**, the Sponsor **MUST** determine if the donation requires clearance from the District's Maintenance or Technology Departments or Superintendent and/or Board approval prior to accepting it.
 - General Equipment requires Maintenance Department Clearance
 - Technology Equipment requires Technology Department Clearance
 - Donations of \$1,000.00 or more require Superintendent approval
 - Donations of \$5,000.00 or more and Real Property require Board Approval **(Per Board Policy)**
4. Once applicable clearance/approval levels are received, the Sponsor **MAY** contact the Donor and inform them that the donation has been approved
5. The Donor **WILL** personally deliver or mail **(Business Check)** the donation to the sponsor
A Triplicate Receipt Book MUST be purchased when money or business checks are collected in person
[Same Purchasing Procedures Apply](#)
[LINK](#)
6. **FOR PAYMENTS COLLECTED IN PERSON**, the Sponsor **WILL** pull out the [Triplicate Receipt Book](#) to issue a receipt in the exact amount of the money or checks that was collected at that same time. **(NOT APPLICABLE FOR MAILED CHECKS)**
(White Original to Payee, Yellow Carbonless for Deposit, Pink Carbonless remains in Receipt Book)
[\(CLICK HERE TO VIEW OF Triplicate Receipt Book Receipts\)](#)
 - The following information **IS** required
 - **Date:** Enter the Date the money was received
 - **Received From:** Enter the name of the Club Member turning in money
 - **\$:** Enter the amount of the money received in Numerical Format
 - **Dollars:** Enter the amount of the money received in Extended Format
 - **For:** Enter the Fundraiser Name
 - **By:** Your Signature acknowledging receipt of money
 - **Deposit Type:** **CASH/CHECKS (NO PERSONAL CHECKS ALLOWED)**
 - Receipts **CAN NOT** be altered, if a mistake is made, it needs to be Voided
 - Voided Receipts are to **REMAIN** in the Receipt book with the White/Yellow & Pink originals attached.
 - Receipts **ARE NOT** to be pre-written
 - Use Stock Board included in the book and place it under the Pink receipt to prevent accidentally coping data onto the following receipts
7. The Sponsor **WILL NOW** gather the [Sponsor Deposit Checklist](#) to ensure that they collect and complete the required documentation that will be taken to their Campus Bookkeeper/Secretary
[\(CLICK HERE TO VIEW IMGAGE OF Sponsor Deposit Checklist Form\)](#)
[LINK](#)
 - Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - Original Receipts to Payee **(NOT APPLICABLE FOR MAILED CHECKS)**
 - Receipt Tally Template **(When Receipts are issued)**
 - Business Checks
 - Copy of Business Checks
 - Signed Original Donation Form
 - Copy of Signed Original Donation Form
 - Additional documentation **(If applicable)**
8. The Sponsor **WILL NOW** gather the business checks or money collected that day from the Club Members for **Step 5** to complete **Step 9**

9. The Sponsor **WILL NOW** complete [Sponsor Tabulation of Monies for Deposit](#) distribution sheet
([CLICK HERE TO VIEW IMAGE OF Sponsor Tabulation of Monies for Deposit](#))
[LINK](#) [COMPUTERIZED LINK](#)
- ii. Enter the following:
 - a. **Date:** Enter the Date the money was received
 - b. **Organization:** Enter the name of your Campus and Club Organization Name
 - c. **Account Number:** Enter the Account Number for your Organization
 - d. **Currency/Coins:** Enter the quantity per denomination on the corresponding section
 - e. **Business Checks/MO/CC: Business Check Name, Check #, Amount (NO PERSONAL CHECKS ALLOWED)**
 - f. **Total Currency:** Enter the total value that was collected in bills
 - g. **Total Coins:** Enter the total value that was collected in coins
 - h. **Total Checks: Value of all checks total (NO CHECKS ALLOWED)**
 - i. **Total Currency + Coins + Checks:** Enter the total value of the full deposit
 - j. **Receipts Collected for What Purpose:** Name of Club/Campus donation is for
 - k. **Signature of Sponsor:** Sign to acknowledge payment information above
 - l. **Signature of Bookkeeper/Secretary:** Bookkeeper/Secretary will sign to acknowledging the acceptance of the funds and the information is correct
10. **IF RECEIPTS WERE ISSUED**, The Sponsor **WILL NOW** gather the receipts that were issued in **Step 6** to the payees in numerical order
11. The Sponsor **WILL NOW** complete [Receipt Tally Template](#) and verify that all receipts from **Step 11** are included and match the deposit cash on hand.
([CLICK HERE TO VIEW IMAGE OF Receipt Tally Template](#))
[LINK](#)
- Enter the following: (**Only type on the yellow boxes**)
 - **Total Deposit:** Enter the Total Value of the Cash on Hand
 - **Receipt 1:** Enter the First Receipt Number (**Enter from Lowest to Highest Number**)
 - **Receipt 2 and so on: Will Auto Populate in Numerical sequence**
 - **Amount Per Receipt:** Enter the amount that **EACH** Receipt
 - If **Multiple Receipt Books** are used, select the Tab Titled **Multiple Receipt Books** : (**Follow the same pattern**)
12. The Sponsor **WILL NOW** verify that the **ALL** documents from the [Sponsor Deposit Checklist](#) are completed and deposit is ready for delivery to the Campus Bookkeeper/Secretary
- Sponsor Deposit Checklist
 - Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - Original Receipts to Payee (**NOT APPLICABLE FOR MAILED CHECKS**)
 - Receipt Tally Template (**When Receipts are issued**)
 - Business Checks
 - Copy of Business Checks
 - Signed Original Donation Form
 - Copy of Signed Original Donation Form
 - Additional documentation (**If applicable**)
13. The Sponsor **WILL NOW** take the business checks and/or currency they received that day along with the documentation gathered from the [Sponsor Deposit Checklist](#) to their Campus Bookkeeper/Secretary **NO LATER** than the **NEXT** business day (**NO EXCEPTIONS!**)
- **THIS IS TO BE DONE EVERY DAY THAT BUSINESS CHECKS OR MONEY IS COLLECTED**
14. The Sponsor **WILL** wait for the Campus Bookkeeper/Secretary to verify the documents and the funds and **WILL RECEIVE** a receipt in the exact amount of the money that was delivered at that same time (**White Original**)
15. The Sponsor **WILL** keep a copy of all documentation, records etc. in a safe place.

Failure to abide by Sharyland ISD policies may result in disciplinary action.

Sponsor Signature _____

Date _____

([END OF DONATIONS RETURN TO Summary Page](#))
([CLICK HERE TO VIEW THE REQUIRED DOCUMENT IMAGES FOR DONATIONS](#))

UNUSED TRAVEL FUNDS

[\(RETURN to Summary Page\)](#)

1. The Sponsor **WILL** follow the travel procedures to submit a Purchase Requisition
Click link to find How To view SISD Travel Manuals:
[EMPLOYEE](#) [STUDENT](#)
2. The Sponsor **MUST** submit Purchase Requisition for Travel no later than **45 DAYS** prior to traveling
(FAILURE TO DO SO MAY RESULT IN REQUEST BEING DENIED) *(PLAY OFF/STATE CHAMPONSHIPS DO NOT APPLY)*
Click link to find How To Guide for PO Requisition Instructions:
[LINK](#)
3. The Sponsor **MUST** wait for a Purchase Order to be approved
4. The Sponsor **WILL** print **2** copies of the **Approved Purchase Order** once it is approved
(CLICK HERE TO VIEW IMAGE OF Approved Purchase Order)
5. The Sponsor **MUST** request a check for the **TRAVEL** no later than **30 days** prior to the Traveling Date.
(MUST abide by the Accounts Payable Request Guidelines)
[LINK](#)

PRIOR TO LEAVING TO THE TRIP

6. The Sponsor **SHOULD** teach table manners and encourage the students to bring money to show gratitude for good service at the locations where they are waited on **(SISD DOES NOT PAY FOR GRATUITY/TIPS)**
7. The Sponsor **WILL** be held responsible for reimbursing Sharyland ISD for any/all Gratuities/Tips paid from the Travel Check money
8. The Sponsor **MUST** print the **District's Tax Exempt Form** and **IS** responsible for filling it out
(Click link to find The District Tax Exempt Form)
[LINK](#)
9. The Sponsor **WILL** bring the District Tax Exempt Form and present at every location in the state of Texas to avoid paying taxes when paying for the expenses **(SISD DOES NOT PAY TAXES IN TEXAS)**
10. The Sponsor **WILL** be held responsible for reimbursing Sharyland ISD for any/all Taxes paid should taxes be charged at the time of paying
11. The Sponsor **WILL** cash the accounts payable check received **PRIOR** to leaving at the bank located at
 • **Texas Regional Bank/ 2300 E Griffin Pkwy, Mission, TX 78572**
12. The Sponsor **IS** responsible for keeping **ALL** the travel money in a safe place and **WILL** be held responsible for any lost/misplaced money until it is returned to their Campus Bookkeeper/Secretary
13. The Sponsor **IS** responsible for keeping **ALL** the travel money separate from their own money and any other travel money
14. The Sponsor **WILL NOT** deposit the money into their personal bank account or get a money order/cashier's check, etc.
15. The Sponsor **WILL** request an itemized receipt at every location the travel money is used each time and keep it in a safe place,
(CLICK HERE TO VIEW IMGAGE OF Original Receipts Samples)

AFTER RETURNING FROM THE TRIP

16. The Sponsor **WILL NOW** print the **Sponsor Deposit Checklist** to ensure that they collect and complete the required documentation that will be taken to their Campus Bookkeeper/Secretary
(CLICK HERE TO VIEW IMGAGE OF Sponsor Deposit Checklist Form)
[LINK](#)
 - Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - **2** copies of the Approved Purchase Order
 - **ALL** Original Receipts
 - **Copy of ALL** Original Receipts
 - **Completed** Original Check Reconciliation Form *(Formerly known as Student Meal Advance Template)*
 - **Copy** of the completed Original Check Reconciliation Form
 - Additional documentation **(If applicable)**
17. The Sponsor **WILL NOW** gather the itemized receipts from **Step 15** to complete **Step 18**

18. The Sponsor **WILL NOW** complete [Check Reconciliation Template](#) (*Formerly known as Student Meal Advance Template*) and verify that they have all the receipts from **Step 19** and the cash on hand from **Step 20**
[\(CLICK HERE TO VIEW IMAGE OF Check Reconciliation Template\)](#)
[LINK](#)
- Enter the following: **(Only type on the yellow boxes)**
 - **Date:** Enter the Sponsor returned from the Trip
 - **Check #:** Enter the Check Number for this travel request
 - **Check Amount:** Enter the amount of the check
 - **Less Receipts:** Will Auto Populate
 - **Less Deposits:** Enter the amount of the money left over **(Cash on Hand)**
 - **Variance Amount:** Will Auto Populate after **ALL the Receipts are entered**
 - **Variance Explanation:** If Variance Amount above is not 0, enter the reason why by explaining what happened
 - **Receipts Attachments:** Enter One Receipt at a Time
 - **Date:** Enter the Date of the Purchase on the Receipt
 - **Payee:** Enter the Name of the Location that the Purchase was mad
 - **Yellow Field next to the Payee Name:** Enter the amount of the Receipt
 - **Total Receipts:** Will Auto Populate
19. The Sponsor **WILL NOW** gather unused money to complete **Step 20**
20. The Sponsor **WILL NOW** complete [Sponsor Tabulation of Monies for Deposit](#) distribution sheet
[\(CLICK HERE TO VIEW IMAGE OF Sponsor Tabulation of Monies for Deposit\)](#)
[LINK](#) [COMPUTERIZED LINK](#)
- Enter the following:
 - **Date:** Enter the Date of the return from Travel
 - **Organization:** Enter Your Campus Name and the Name on the Travel Check
 - **Account Number:** Enter the Account Number that is on the Approved Purchase Order
 - **Currency/Coins:** Enter the quantity per denomination on the corresponding section
 - **Business Checks/MO/CC:** **NO CHECKS ALLOWED (CASH/COINS ONLY)**
 - **Total Currency:** Enter the total value that was collected in bills
 - **Total Coins:** Enter the total value that was collected in coins
 - **Total Checks:** **NO CHECKS ALLOWED (CASH/COINS ONLY)**
 - **Total Currency + Coins + Checks:** Enter the total value of the full deposit
 - **Receipts Collected for What Purpose:** Enter **UNUSED TRAVEL/ PO# (ENTER PO#)**
 - **Signature of Sponsor:** Sign to acknowledge payment information above
 - **Signature of Bookkeeper/Secretary:** Bookkeeper/Secretary will sign to acknowledging the acceptance of the funds and the information is correct
23. The Sponsor **WILL NOW** verify that the **ALL** documents from the [Sponsor Deposit Checklist](#) are completed and deposit is ready for delivery to the Campus Bookkeeper/Secretary
- Sponsor Deposit Checklist
 - Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - **2** copies of the Approved Purchase Order
 - **ALL** Original Receipts
 - **Copy of ALL** Original Receipts
 - Completed Original Check Reconciliation Form (*Formerly known as Student Meal Advance Template*)
 - Copy of the completed Original Check Reconciliation Form
24. The Sponsor **WILL NOW** take the unused travel money along with the documentation gathered from the [Sponsor Deposit Checklist](#) to their Campus Bookkeeper/Secretary **NO LATER** than the **NEXT BUSINESS DAY** after the return from the Trip **(NO EXCEPTIONS!)**
25. The Sponsor **WILL** wait for the Campus Bookkeeper/Secretary to verify the documents and the funds and **WILL RECEIVE** a receipt in the exact amount of the money that was delivered at that same time **(White Original)**

26. The Sponsor **WILL** keep a copy of all documentation, records etc. in a safe place.

Failure to abide by Sharyland ISD policies may result in disciplinary action.

Sponsor Signature

Date

(END OF DONATIONS RETURN TO Summary Page)

(CLICK HERE TO VIEW THE REQUIRED DOCUMENT IMAGES FOR UNUSED TRAVEL)

CHANGE BOX FUNDS

[\(RETURN to Summary Page\)](#)

[\(RETURN to Tickets/Bracelet\)](#)

[\(RETURN to bookfair\)](#)

[\(RETURN to food sales\)](#)

[\(RETURN to Fees\)](#)

CHANGE BOX FUNDS ARE ONLY FOR THE FOLLOWING TYPES OF FUNDRAISERS WHERE MONEY WILL BE COLLECTED BETWEEN THE PAYEE AND THE SPONSOR AND IS REQUIRED TO RUN THE FUNDRAISER

CHANGE BOX FUNDS ARE LIMITED TO A MAXIMUM OF \$200.00

Ticket/Bracelet Sales

Bookfairs

Food Sales

Fees

Click link to find How To Guide for Change Box Funds:

[LINK](#)

1. The Sponsor **WILL FOLLOW** the steps from the Deposit Types Fundraiser/Sales where money will be exchanged between the payee and the Sponsor
 - Ticket Sales
 - Bookfair
 - Food Sales
 - Fees
2. Once All Approver Levels are completed, on the Laserfiche Fundraiser/Sales Application, the Sponsor will receive email from **noreply@sharylandisd.org**
[\(CLICK HERE TO VIEW IMAGE OF EMAIL FROM noreply@sharylandisd.org\)](#)
3. The Sponsor **MUST** download the attachment (**PDF File**) by clicking on the file
[\(CLICK HERE TO VIEW IMAGE OF Approved Application\)](#)
4. Sponsor **MUST** save the application (**PDF File**) for your records and also to submit with **ALL** the deposits when cash is collected.
[\(CLICK HERE TO VIEW IMAGE OF Approved Application with Approved Signatures\)](#)
5. The Sponsor **IS** able to proceed with requesting **Change Box Funds check**
6. The Sponsor may now enter the Purchasing Requisition(s) in the Skyward Module
Click link to find How To Guide for PO Requisition Instructions:
[LINK](#)

NOTE: Your Requisition number will remain a Requisition number until this entire process is complete. Once you have all data completed, and Submit for Approval, the Requisition Number will convert to a PO number
7. The Sponsor **MUST** wait for a Purchase Order to be approved
8. Once the Purchase Order is Approved, The Sponsor **WILL** print **1** copies of the **Approved Purchase Order** once it is approved
[\(CLICK HERE TO VIEW IMAGE OF Approved Purchase Order\)](#)
9. Sponsor **MUST** request a check for the for the **Change Box Funds** no later than **20 days** prior to the start of the Fundraiser.
(MUST abide by the Accounts Payable Request Guidelines)
[LINK](#)
10. The Sponsor **WILL** cash the accounts payable check received **1 WEEK PRIOR** to the start of the Fundraiser at the bank located at
 - **Texas Regional Bank/ 2300 E Griffin Pkwy, Mission, TX 78572**
11. The Sponsor **IS** responsible for keeping **ALL** the Change Box Funds in a safe place and **WILL** be held responsible for any lost/misplaced money until it is returned to their Campus Bookkeeper/Secretary
12. The Sponsor **IS** responsible for keeping **ALL** the Change Box Funds separate from their own money and **WILL ONLY** use it to issue to change to a Payee when it is required
13. The Sponsor **WILL NOT** deposit the money into their personal bank account or get a money order/cashier's check, etc.

12. Each day that a deposit is delivered to the Campus Bookkeeper/Secretary, the Sponsor **WILL** separate the cash and coins (**small denomination**) in the amount of the Change Box Funds Check from the funds collected each day and use it for change the next day to issue change for each transaction

- **THIS IS TO BE DONE EVERY DAY UNTIL THE LAST DAY OF THE FUNDRAISER**

RETURNING THE CHANGE BOX FUNDS

[\(RETURN to Summary Page\)](#)

[\(RETURN to Tickets/Bracelet\)](#)

[\(RETURN to bookfair\)](#)

[\(RETURN to food sales\)](#)

[\(RETURN to Fees\)](#)

13. On the Last day of the Fundraiser, The Sponsor **FOLLOW** the steps for depositing the final deposit with the Campus Bookkeeper/Secretary.
14. The Sponsor **WILL** have a separate deposit to return the Change Box funds. The Sponsor **WILL NOW** gather the **Sponsor Deposit Checklist** in order to be able to gather and complete all the documentation needed to take the money to their Campus Bookkeeper/Secretary
[\(CLICK HERE TO VIEW IMAGE OF Sponsor Deposit Checklist Form\)](#)
[LINK](#)
- Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - Approved Purchase Order
 - Approved Fundraiser/Sales Application
15. The Sponsor **WILL NOW** print the copy of the Approved Fundraiser/Sales Application from **Step 4** to include with the deposit
16. The Sponsor **WILL NOW** complete **Sponsor Tabulation of Monies for Deposit** distribution sheet
[\(CLICK HERE TO VIEW IMAGE OF Sponsor Tabulation of Monies for Deposit\)](#)
[LINK](#) [COMPUTERIZED LINK](#)
- Enter the following:
 - **Date:** Enter the Last day of the Fundraiser
 - **Organization:** Enter the name of your Campus and Club Organization Name
 - **Account Number:** Enter the same Account Number from the Purchase Order used for the Change Box Funds Request
 - **Currency/Coins:** Enter the quantity per denomination on the corresponding section
 - a. **Business Checks/MO/CC: SHOULD NOT APPLY (NO CHECKS ALLOWED)**
 - **Total Currency:** Enter the total value that was collected in bills
 - **Total Coins:** Enter the total value that was collected in coins
 - **Total Checks: SHOULD NOT APPLY (NO CHECKS ALLOWED)**
 - **Total Currency + Coins + Checks:** Enter the total value of the full deposit
 - **Receipts Collected for What Purpose:** Enter RETURN CHANGE BOX FUNDS FOR **FUNDRAISER NAME/PO # /CHECK #** of the change box funds check
 - **Signature of Sponsor:** Sign to acknowledge payment information above
 - **Signature of Bookkeeper/Secretary:** Bookkeeper/Secretary will sign to acknowledging the acceptance of the funds and the information is correct
17. The Sponsor **WILL NOW** gather the money in the amount of the Change Box Funds check (**MUST BE CASH OR COINS ONLY, NO CHECKS ALLOWED**)
18. The Sponsor **WILL NOW** verify that the **ALL** documents from the **Sponsor Deposit Checklist** are completed and deposit is ready for delivery to the Campus Bookkeeper/Secretary
- Sponsor Deposit Checklist
 - Sponsor Deposit Tabulation Sheet
 - Currency/Coins
 - Approved Fundraiser/Sales Application
19. The Sponsor **WILL NOW** personally take the money along with the documentation gathered from the **Sponsor Deposit Checklist** at the same time that the Final deposit for the Fundraiser to their Campus Bookkeeper/Secretary **NO LATER** than the **NEXT BUSINESS** of the last day of the Fundraiser.

20. The Sponsor **WILL** wait for the Campus Bookkeeper/Secretary to verify the documents and the funds and **WILL RECEIVE** a receipt in the exact amount of the money that was delivered at that same time for **EACH** Deposit (**White Originals**)
21. The Sponsor **WILL** keep a copy of all documentation, records etc. in a safe place.

Failure to abide by Sharyland ISD policies may result in disciplinary action.

Sponsor/Teacher Signature

Date

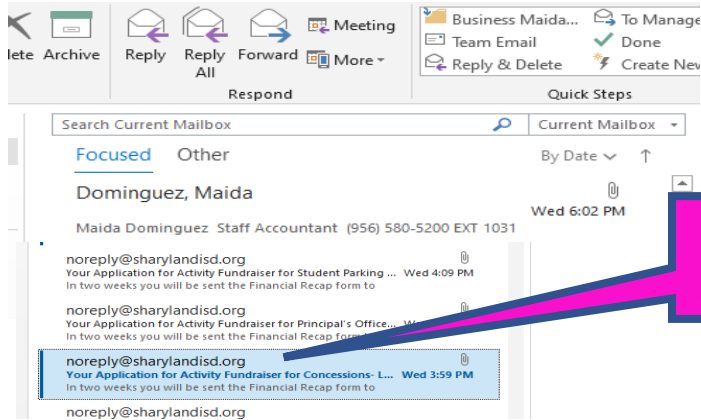
[\(END OF CHANGE BOX FUNDS RETURN TO Summary Page\)](#)

[\(CLICK HERE TO VIEW THE REQUIRED DOCUMENT IMAGES FOR CHANGE BOX FUNDS\)](#)

Image of Ticket/Bracelet Sales Documentation

Email from : noreply@sharylandisd.org

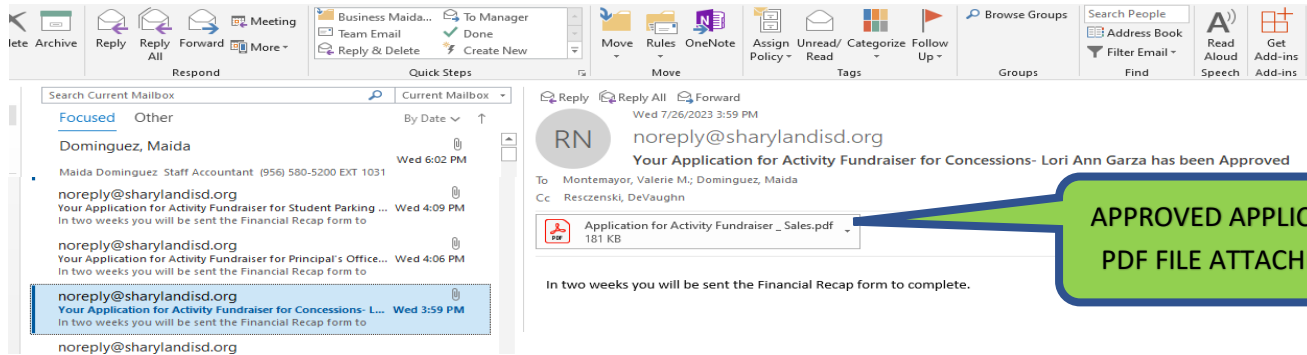
(RETURN to step 3)



EMAIL FROM:
NOREPLY@SHARYLANDISD.ORG

Image of the Attachment PDF for Download (DOWNLOAD & SAVE FOR YOUR RECORDS & DEPOSITS)

(RETURN to step 4)



APPROVED APPLICATION
PDF FILE ATTACHMENT

Fundraiser/Sales Application

(DOWNLOAD & SAVE FOR YOUR RECORDS & DEPOSITS DOCUMENTATION)

Laserfiche Fundraiser/Sales Application (Approval Signatures)

(RETURN to step 5)

Application for Activity Fundraiser / Sales

SUBMIT APPLICATION FOR APPROVAL, TWO WEEKS BEFORE SALES START DATE

Fundraiser Type*
FOOD

Event Number*
Fundraiser #1 Fundraiser #2 Non-Fundraiser Is this event JHS/HS Athletics-related? Yes No

Are you using My School Bucks?*
 Yes No

Campus*
Sharyland HS

Organization*
TXPSTA- CTSD Law Enforcement

Activity Acct No*
865.L.00.2191.97.001.0.00.000

Req #

Sponsor*
Ilydia K Gonzalez

Club President*
Victoria Lesinger

Beginning Sales Date*
04/04/2023

Ending Sales Date*
05/05/2023

Description of Activity/Product(s)*
Biz Ocampo-Big Kahuna cookies. Variety of cookies, box of 30 cookies.

Benefit and Purpose*
Fundraiser for scholarships, uniforms, club shirts and CTSD end of year banquet.

Location*
Sharyland High School

Vendor Name*
Biz Ocampo-Big Kahuna

Estimated Revenues*
\$ 0.00

Cost Per Item (if applicable)
\$ 2.00

Estimated Expenses*
\$ 1,200.00

Sales Price Per Item (if applicable)
\$ 2.00

Estimated Profit
\$ -1,200.00

Commission % (if applicable)
0.00

SHARYLAND INDEPENDENT SCHOOL DISTRICT

Responsibilities of Activity Fund Sponsors
The purpose for the collecting or raising and expending of funds by student groups is for the direct benefit of the students. Funds are to be used to finance activities that supplement the District's educational program. Fundraising activities will contribute to the educational experience of students and will not conflict with the instructional program. Money raised by student groups and organizations is held by the school as trustee. The faculty sponsor of a student group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from organization accounts.

I hereby acknowledge that I have read the Sharyland Independent School District Activity Fund Accounting Handbook and that I am responsible for complying with it. In particular, I acknowledge that:

- Develop fundraising activities and had them approved in advance by the principal using the designated form.

- I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.
- I will safeguard activities funds until they are deposited with the school principal or designee.
- At the completion of all fundraisers the Sales Summary Report will be completed and submitted to the principal for approval.
- All purchases made on behalf of the student organization will be made by check and approved in advance by the principal and finance administrator using the Dayward Request System.
- All food and beverage fund raiser
 - Must meet the USDA nutritional guidelines
 - Can be sold 30 minutes after the end of the school day (last set) until midnight
 - Is an exempt day but cannot be near the serving area during the meal service
- I will maintain a positive balance in my organization's account at all times.

I understand that I will be held responsible for any student activity funds entrusted to me and that I will reimburse the student organization for any money or property purchased with student activity money which is lost due to my own negligence, theft, or fraud.

I am familiar with the school and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the Sales Tax collection (if any) and cash collections involved. I agree to submit the Financial Recap to the Business Office within 2 weeks after completion of this fundraiser.

Sponsor Signature
Ilydia K Gonzalez
Date
04/11/2023

Principal / Athletic Coordinator Signature
Lori Ann Garza
Date
04/11/2023

Final Approver Signature
Dulcie Ocasio
Date
04/11/2023

Comments:

REQUIRED IN ORDER
TO PROCEED WITH
FUNDRAISER

Pre-Numbered Tickets with Duplicate stub (for Ticket Sales)
(DO NOT DETACH STUBS)

(RETURN to step 11)



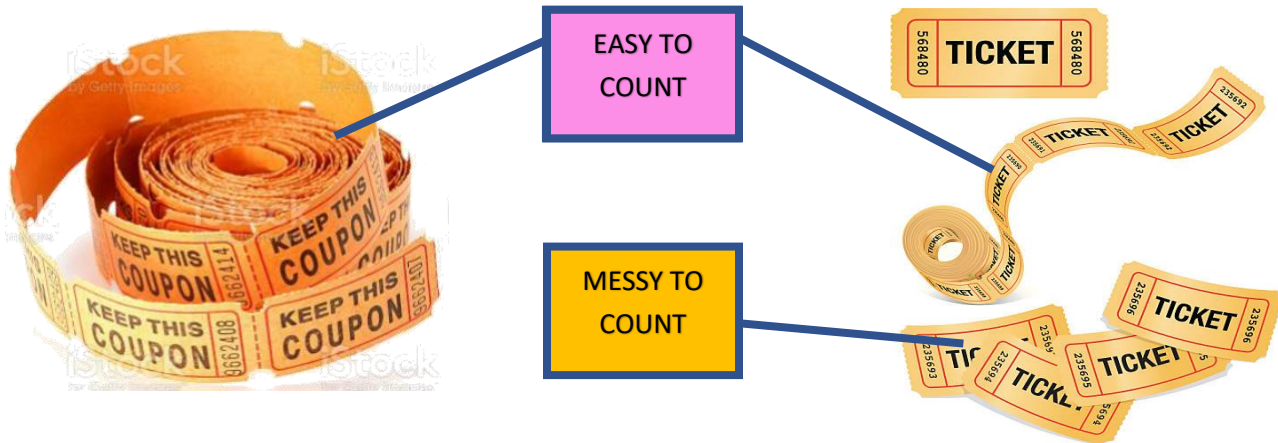
Image of Admission Bracelets (for Admission Bracelet Sales)

(RETURN to step 11)



Ticket Stub Sample

(RETURN to step 14)



SPONSOR DEPOSIT CHECKLIST	
TO BOOKKEEPER/SECRETARY	
Organization: _____	Account No. _____
REQUIRED DOCUMENTATION FOR EVERY DEPOSIT (THIS IS NOT OPTIONAL)	
<input type="checkbox"/> Deposit Tabulation Distribution Sheet (FOR EVERY DEPOSIT)	
LOCATE THE TYPE OF DEPOSIT YOU ARE MAKING AND SELECT DEPOSIT TYPE REQUIRED DOCUMENTATION PER DEPOSIT TYPE (THIS IS NOT OPTIONAL)	
FOR EVENTS WHERE TICKETS/BRACELETS WILL BE SOLD	FEES/DUES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE
<input type="checkbox"/> FESTIVALS <input type="checkbox"/> CLINICS <input type="checkbox"/> TALENT SHOWS <input type="checkbox"/> GATE ENTRY FEES <input type="checkbox"/> DANCE/PROM <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Completed Ticket/Bracelet Sales Template <input type="checkbox"/> Ticket Stubs (if Tickets used)	<input type="checkbox"/> PARKING FEES <input type="checkbox"/> TESTING FEES <input type="checkbox"/> ID FEES <input type="checkbox"/> CLUB DUES <input type="checkbox"/> AFTER SCHOOL CARE <input type="checkbox"/> CELL PHONE FEES <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment)
BOOKFAIR	PRE-ORDER/ INVENTORY SALES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Daily Cash Register Report	SELECT ONE <input type="checkbox"/> BROCHURE SALES <input type="checkbox"/> DISCOUNT CARDS <input type="checkbox"/> CHOCOLATE BARS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template (ONLY Inventory Sales) <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment) <input type="checkbox"/> Completed Inventory Sales Template
UNUNUSED TRAVEL MONEY	BUSINESS CHECKS & CASH
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	NO PERSONAL CHECKS (NO EXCEPTIONS!)
SELECT ONE <input type="checkbox"/> CONCESSIONS <input type="checkbox"/> EXEMPT DAYS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche)	SELECT ONE <input type="checkbox"/> COMMISSION CHECKS <input type="checkbox"/> ATHLETIC/UIL/CHESS TOURNAMENTS <input type="checkbox"/> RENTALS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template (NOT FOR Mailed Checks) <input type="checkbox"/> Business Checks (When applicable) <input type="checkbox"/> Check Copies
FOR FOOD SALES	
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	
SELECT ONE <input type="checkbox"/> CONCESSIONS <input type="checkbox"/> EXEMPT DAYS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche)	
CHANGE BOX FUNDS RETURN (1109)	
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Copy of Approved Purchase Order <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche)	
DONATIONS	
NO PERSONAL CHECKS (NO EXCEPTIONS!)	
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Business Checks (When applicable) <input type="checkbox"/> Check Copies <input type="checkbox"/> Signed Donation Form <input type="checkbox"/> Copy of Signed Donation Form	
OPTIONAL DOCUMENTATION	
<input type="checkbox"/> Letter, etc (Additional Back up if applicable)	
Sponsor Signature Verification: _____ Date _____ Bookkeeper/Secretary Verification: _____ Date _____	

FIND
TICKET/ BRACELET
SALES HERE

SHARYLAND INDEPENDENT SCHOOL DISTRICT SPONSOR TABULATION OF MONIES FOR DEPOSIT

DATE:

ORGANIZATION:

ACCOUNT NUMBER:

ENTER THE FOLLOWING:
 DATE:
 ORGANIZATION NAME:
 ACCOUNT NUMBER:

CURRENCY / COINS			BUSINESS CHECKS/MONEY ORDER/CASHIER CHECK NO PERSONAL CHECKS ALLOWED		
QUANTITY X	DENOMINATION OF CURRENCY	= TOTAL	NAME OF BUSINESS	CHECK NUMBER	CHECK AMOUNT
	\$100				
	\$50				
	\$20				
	\$10				
	\$5				
	\$2				
	\$1				
	\$1.00				
	\$0.50				
	\$0.25				
	\$0.10				
	\$0.05				
	\$0.01				
TOTAL CURRENCY :		<input style="background-color: yellow;" type="text"/>	ADDITIONAL CHECKS MAY BE ADDED ON THE CHECK TAB		
TOTAL COINS :		<input style="background-color: yellow;" type="text"/>	TOTAL CHECKS (ATTACH COPIES):	<input style="background-color: yellow;" type="text"/>	
TOTAL CURRENCY & COINS		<input style="background-color: yellow;" type="text"/>	TOTAL CURRENCY + COINS + CHECKS =		<input style="background-color: yellow;" type="text"/>

ENTER THE FOLLOWING:
 CURRENCY & COINS
 QUANTITIES

**ENTER
 CURRENCY & COINS
 TOTALS**

**ENTER BUSINESS
 CHECK
 INFORMATION**

**ENTER THE FOLLOWING:
 BUSINESS CHECK VALUE**

ENTER CURRENCY VALUE

ENTER COIN VALUE

**ENTER CURRENCY &
 COINS & CHECKS
 COMBINED VALUE**

**ENTER THE FOLLOWING:
 CURRENCY & COINS
 COMBINED VALUE**

**ENTER THE DETAIL
 DESCRIPTION FOR THE
 DEPOSIT**

RECEIPTS COLLECTED FOR WHAT PURPOSE:

I HEREBY ACKNOWLEDGE DELIVERY OF FUNDS INTACT: _____ I HEREBY ACKNOWLEDGE RECEIPT OF _____ INTACT

SIGNATURE OF SPONSOR/COLLECTOR _____

SIGNATURE OF BOOKKEEPER/SECRETARY _____

**SIGN AND TAKE TO
 BOOKKEEPER/SECRETARY FOR
 VERIFICATION AND ACCEPTANCE**

**BOOKKEEPER/SECRETARY SIGN AFTER
 VERIFICATION AND AS PROOF OF
 POSSESSION OF FUNDS**

AMOUNT OF MONEY THAT SHOULD BE COLLECTED WILL AUTO POPLULATE

TOTAL CASH/COINS/CHECKS ON HAND

ENTER EVENT/SHOW NAME

PAGE 1 TICKET SALES TOTAL 10.00 EVENT NAME

ENTER CASH TOTAL COLLECTED \$ 5.00

DIFFERENCE \$ (5.00) EXPLAIN WHY **DOES NOT BALANCE**

DOES NOT BALANCE **EXPLAIN IF DOES NOT BALANCE**

TICKET COLOR		\$	10.00	TICKET COLOR		\$	-
(FOR USE WITH MULTI-COLOR TICKETS ONLY)				(FOR USE WITH MULTI-COLOR TICKETS ONLY)			
EVENT DATE				EVENT DATE			
SELLING TICKET PRICE	\$	1.00		SELLING TICKET PRICE			
ENTER THE 1ST TICKET # SOLD (STARTING TICKET #)	1			ENTER THE 1ST TICKET # SOLD (STARTING TICKET #)			
ENTER THE LAST TICKET # SOLD (ENDING TICKET #)	10			ENTER THE LAST TICKET # SOLD (ENDING TICKET #)			
TOTAL TICKETS SOLD	10			TOTAL TICKETS SOLD	1		
TOTAL TICKET SALES	\$	10.00		TOTAL TICKET SALES	\$	-	

ENTER TICKET COLOR

ENTER EVENT/SHOW DATE

ENTER TICKET SELLING PRICE

ENTER 1ST TICKET # SOLD

ENTER LAST TICKET # SOLD

Bracelet Sales Calculation Template

AUTO POPULATE AMOUNT OF MONEY THAT SHOULD BE COLLECTED

TOTAL CASH/COINS/CHECKS ON HAND

ENTER EVENT/SHOW NAME

PAGE 1 BRACELET SALES TOTAL \$ - EVENT NAME

ENTER CASH TOTAL COLLECTED \$ -

DIFFERENCE \$ - EXPLAIN WHY **DOES NOT BALANCE**

BALANCE **EXPLAIN IF DOES NOT BALANCE**

BRACELET COLOR		\$	-	BRACELET COLOR		\$	-
(FOR USE WITH MULTI-COLOR BRACELETS ONLY)				(FOR USE WITH MULTI-COLOR BRACELETS ONLY)			
EVENT DATE				EVENT DATE			
BRACELET SELLING PRICE				BRACELET SELLING PRICE			
ENTER QUANTITY OF STARTING INVENTORY (BEFORE FUNDRAISER)				ENTER QUANTITY OF STARTING INVENTORY (BEFORE FUNDRAISER)			
ENTER QUANTITY OF REMAINING INVENTORY (AFTER FUNDRAISER)				ENTER QUANTITY OF REMAINING INVENTORY (AFTER FUNDRAISER)			
TOTAL BRACELETS SOLD	0			TOTAL BRACELETS SOLD	0		
BRACELET SALES	\$	-		BRACELET SALES	\$	-	

ENTER BRACELET COLOR

ENTER EVENT/SHOW DATE

ENTER BRACELET SELLING PRICE

ENTER TOTAL QUANTITY OF BRACELETS AT THE START

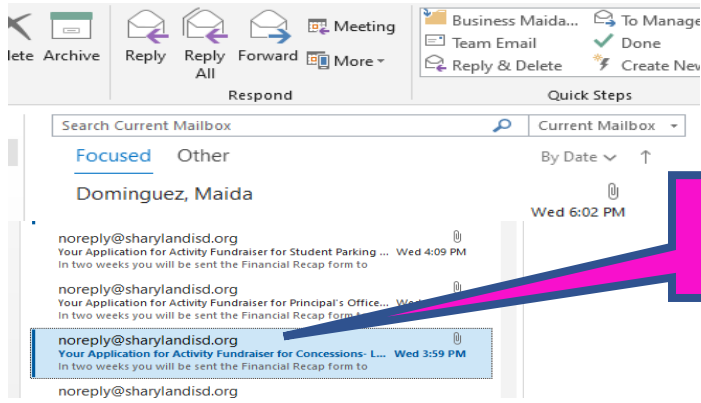
ENTER TOTAL QUANTITY OF BRACELETS THE END

(END OF TICKET/BRACELET SALES RETURN TO Summary Page)

Image of Bookfair Documentation

Email from : noreply@sharylandisd.org

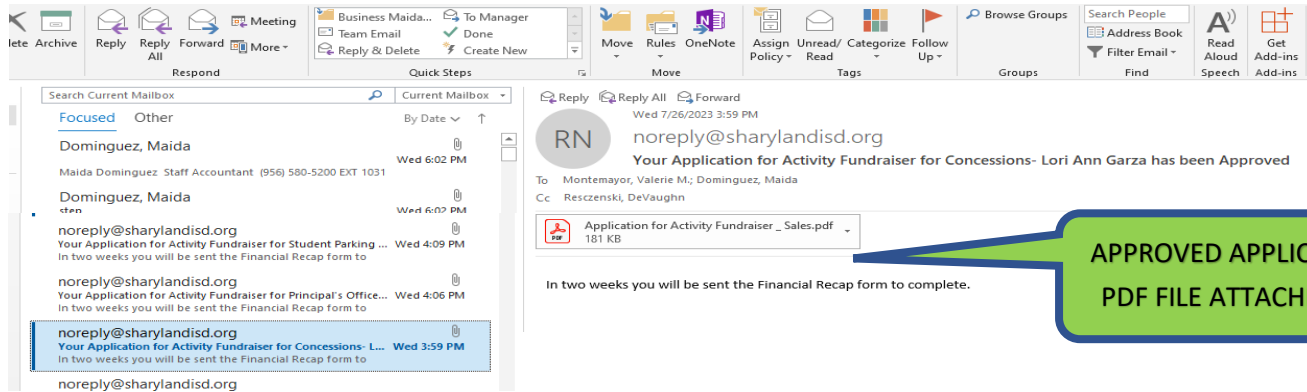
(RETURN to step 3)



EMAIL FROM:
NOREPLY@SHARYLANDISD.ORG

Image of the Attachment PDF for Download (DOWNLOAD & SAVE FOR YOUR RECORDS & DEPOSITS)

(RETURN to step 4)



APPROVED APPLICATION
PDF FILE ATTACHMENT

Fundraiser/Sales Application

(DOWNLOAD & SAVE FOR YOUR RECORDS & DEPOSITS DOCUMENTATION)

Laserfiche Fundraiser/Sales Application (Approval Signatures)

(RETURN to step 5)

Application for Activity Fundraiser / Sales

SUBMIT APPLICATION FOR APPROVAL TWO WEEKS BEFORE SALES START DATE

Fundraiser Type*
FOOD

Event Number*
Fundraiser #1 Fundraiser #2 Non-Fundraiser

Are you using My School Bucks?*
Yes No

Campus*
Sharyland HS

Organization*
TXPSTA-CTSD Law Enforcement

Activity Acct No*
865.1.00.2191.97.001.0.00.000

Req #

Sponsor*
Nydia K Gonzalez

Club President*
Victoria Lesinger

Beginning Sales Date*
04/04/2023

Ending Sales Date*
05/05/2023

Description of Activity/Product(s)*
Biz Ocampo-Big Kahuna cookies. Variety of cookies, box of 30 cookies.

Benefit and Purpose*
Fundraiser for scholarships, uniforms, club shirts and CTSD end of year banquet.

Location*
Sharyland High School

Vendor Name
Biz Ocampo-Big Kahuna

Estimated Revenues*
\$ 0.00

Cost Per Item (if applicable)
\$ 2.00

Estimated Expenses*
\$ 1,200.00

Sales Price Per Item (if applicable)
\$ 2.00

Estimated Profit
\$ -1,200.00

Commission % (if applicable)
0.00

SHARYLAND INDEPENDENT SCHOOL DISTRICT

Responsibilities of Activity Fund Sponsors
The purpose for the collecting or raising and expending of funds by student groups is for the direct benefit of the students. Funds are to be used to finance activities that supplement the District's educational program. Fundraising activities will contribute to the educational experience of students and will not conflict with the instructional program. Money raised by student groups and organizations is held by the schools as trustee. The faculty sponsor of a student group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from organization accounts.

I hereby acknowledge that I have read the Sharyland Independent School District Activity Fund Accounting Handbook and that I am responsible for complying with it. In particular, I acknowledge that:

- Develop fundraising activities and had them approved in advance by the principal using the designated form.

- I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.
- I will safeguard activities funds until they are deposited with the school principal or designee.
- At the completion of all fundraisers the Sales Summary Report will be completed and submitted to the principal for approval.
- All purchases made on behalf of the student organization will be made by check and approved in advance by the principal and finance administrator using the Request System.
- All food and beverage fund raiser
 - Must meet the USDA nutritional guidelines
 - Can be sold 30 minutes after the end of the school day (last set) until midnight
 - Is an exempt day but cannot be near the serving area during the meal service
- I will maintain a positive balance in my organization's account at all times.

I understand that I will be held responsible for any student activity funds entrusted to me and that I will reimburse the student organization for any money or property purchased with student activity money which is lost due to my own negligence, theft, or fraud.

I am familiar with the school and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the Sales Tax collection (if any) and cash collections involved. I agree to submit the Financial Recap to the Business Office within 2 weeks after completion of this fundraiser.

Sponsor Signature
Nydia K Gonzalez
Date
04/11/2023

Principal / Athletic Coordinator Signature
Lori Ann Garza
Date
04/11/2023

Final Approver Signature
Dulce Amador
Date
04/11/2023


Comments:

REQUIRED IN ORDER
TO PROCEED WITH
FUNDRAISER

REGISTER TOTALS 02/06/23

Tender Totals

Tender	Qty	Amt
Cash and Checks	22	262.49
Credit Cards (Includes ewallet & eGift Card/Campaign)	3	71.65
Purchase Orders	0	0.00
Total	25	334.14
(Includes Unredeemed Total)		



CASH AND CHECKS
SHOULD MATCH DEPOSIT
CASH/COINS TOTAL VALUE

Gross Sales

Tax Exempt Sales	0.00
Taxable Sales	349.14
Gross Sales Total	349.14
(Excludes Unredeemed Total)	

Tax Total (8.25%)	26.59
Taxable Sales (Less Sales Tax)	322.55

Net Sales

Scholastic Dollars	0.00
Discounts	0.00
Gift Certificates Purchased	0.00
Gift Certificates Redeemed (Included in Gross)	15.00
Gift Certificates Unredeemed	(15.00)
All For Books Collected	0.00
All For Books Redeemed (Included in Gross)	0.00
All For Books Unredeemed	0.00
Unredeemed Total	(15.00)

SPONSOR DEPOSIT CHECKLIST	
TO BOOKKEEPER/SECRETARY	
Organization: _____	Account No. _____
REQUIRED DOCUMENTATION FOR EVERY DEPOSIT (THIS IS NOT OPTIONAL)	
<input type="checkbox"/> Deposit Tabulation Distribution Sheet (FOR EVERY DEPOSIT)	
LOCATE THE TYPE OF DEPOSIT YOU ARE MAKING AND SELECT DEPOSIT TYPE REQUIRED DOCUMENTATION PER DEPOSIT TYPE (THIS IS NOT OPTIONAL)	
FOR EVENTS WHERE TICKETS/BRACELETS WILL BE SOLD	FEES/DUES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE
<input type="checkbox"/> FESTIVALS <input type="checkbox"/> CLINICS <input type="checkbox"/> TALENT SHOWS <input type="checkbox"/> GATE ENTRY FEES <input type="checkbox"/> DANCE/PROM <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Completed Ticket/Bracelet Sales Template <input type="checkbox"/> Ticket Stubs (if Tickets used)	<input type="checkbox"/> PARKING FEES <input type="checkbox"/> TESTING FEES <input type="checkbox"/> ID FEES <input type="checkbox"/> CLUB DUES <input type="checkbox"/> AFTER SCHOOL CARE <input type="checkbox"/> CELL PHONE FEES <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment)
BOOKFAIR	PRE-ORDER/ INVENTORY SALES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Daily Cash Register Report	SELECT ONE <input type="checkbox"/> BROCHURE SALES <input type="checkbox"/> DISCOUNT CARDS <input type="checkbox"/> CHOCOLATE BARS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template (ONLY Inventory Sales) <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment) <input type="checkbox"/> Completed Inventory Sales Template
UNUNUSED TRAVEL MONEY	BUSINESS CHECKS & CASH
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	NO PERSONAL CHECKS (NO EXCEPTIONS!)
SELECT ONE <input type="checkbox"/> CONCESSIONS <input type="checkbox"/> EXEMPT DAYS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche)	SELECT ONE <input type="checkbox"/> COMMISSION CHECKS <input type="checkbox"/> ATHLETIC/UIL/CHESS TOURNAMENTS <input type="checkbox"/> RENTALS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template (NOT FOR Mailed Checks) <input type="checkbox"/> Business Checks (When applicable) <input type="checkbox"/> Check Copies
CHANGE BOX FUNDS RETURN (1109)	
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Copy of Approved Purchase Order <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche)	
DONATIONS	
NO PERSONAL CHECKS (NO EXCEPTIONS!)	
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Business Checks (When applicable) <input type="checkbox"/> Check Copies <input type="checkbox"/> Signed Donation Form <input type="checkbox"/> Copy of Signed Donation Form	
OPTIONAL DOCUMENTATION	
<input type="checkbox"/> Letter, etc (Additional Back up if applicable)	
Sponsor Signature Verification: _____ Date _____ Bookkeeper/Secretary Verification: _____ Date _____	



SHARYLAND INDEPENDENT SCHOOL DISTRICT SPONSOR TABULATION OF MONIES FOR DEPOSIT

DATE:

ORGANIZATION:

ACCOUNT NUMBER:

ENTER THE FOLLOWING:
 DATE:
 ORGANIZATION NAME:
 ACCOUNT NUMBER:

CURRENCY / COINS			BUSINESS CHECKS/MONEY ORDER/CASHIER CHECK NO PERSONAL CHECKS ALLOWED		
QUANTITY X	DENOMINATION OF CURRENCY	= TOTAL	NAME OF BUSINESS	CHECK NUMBER	CHECK AMOUNT
	\$100				
	\$50				
	\$20				
	\$10				
	\$5				
	\$2				
	\$1				
	\$1.00				
	\$0.50				
	\$0.25				
	\$0.10				
	\$0.05				
	\$0.01				

ENTER THE FOLLOWING:
 CURRENCY & COINS
 QUANTITIES

**ENTER
 CURRENCY & COINS
 TOTALS**

ENTER CURRENCY VALUE

ENTER COIN VALUE

**SHOULD NOT
 APPLY**

TOTAL CURRENCY :		ADDITIONAL CHECKS MAY BE ADDED ON THE CHECK TAB	
TOTAL COINS :		TOTAL CHECKS (ATTACH COPIES):	
TOTAL CURRENCY & COINS		TOTAL CURRENCY + COINS + CHECKS =	

**ENTER CURRENCY &
 COINS & CHECKS
 COMBINED VALUE**

RECEIPTS COLLECTED FOR WHAT PURPOSE:

ENTER THE FOLLOWING:
 CURRENCY & COINS
 COMBINED VALUE

I HEREBY ACKNOWLEDGE DELIVERY OF FUNDS INTACT: _____

I HEREBY ACKNOWLEDGE RECEIPT OF FUNDS: _____

SIGNATURE OF SPONSOR/COLLECTOR: _____

SIGNATURE OF BOOKKEEPER/SECRETARY: _____

**ENTER THE DETAIL
 DESCRIPTION FOR THE
 DEPOSIT**

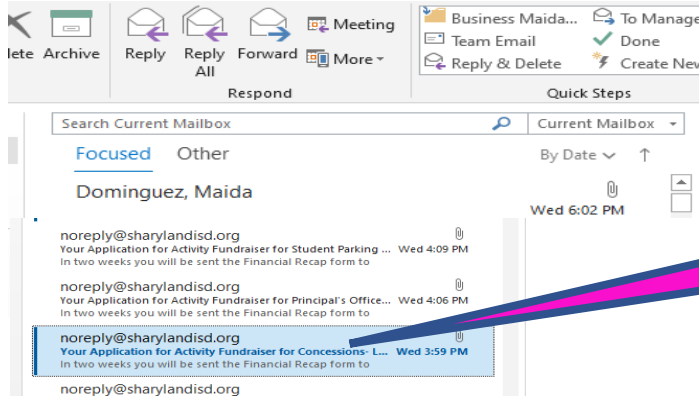
**SIGN AND TAKE TO
 BOOKKEEPER/SECRETARY FOR
 VERIFICATION AND ACCEPTANCE**

**BOOKKEEPER/SECRETARY SIGN AFTER
 VERIFICATION AND AS PROOF OF
 POSSESSION OF FUNDS**

Images of Pre-Order/Inventory Sales

Email from : noreply@sharylandisd.org

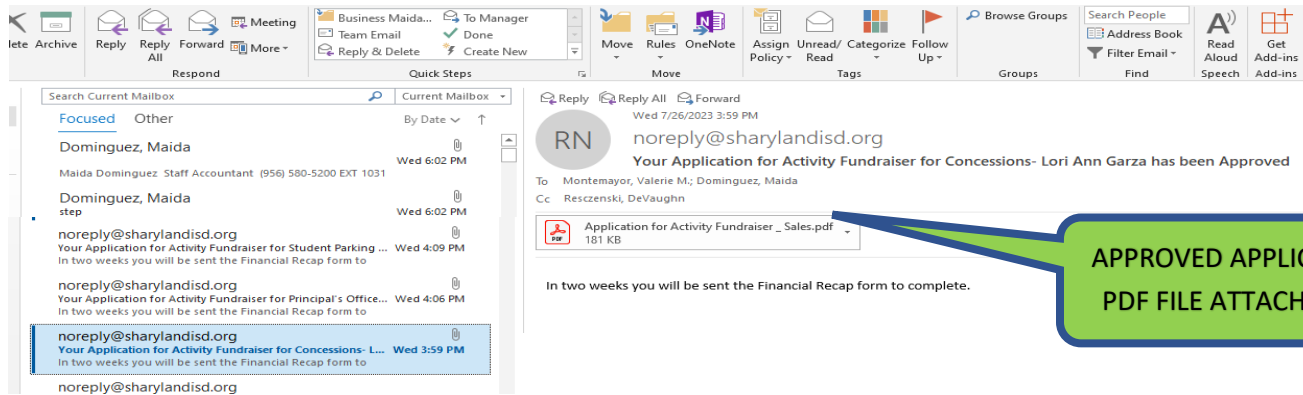
(RETURN to Inventory step 3)



**EMAIL FROM:
NOREPLY@SHARYLANDISD.ORG**

Image of the Attachment PDF for Download (DOWNLOAD & SAVE FOR YOUR RECORDS & DEPOSITS)

(RETURN to step 4)



**APPROVED APPLICATION
PDF FILE ATTACHMENT**

Fundraiser/Sales Application

(DOWNLOAD & SAVE FOR YOUR RECORDS & DEPOSITS DOCUMENTATION)

Laserfiche Fundraiser/Sales Application (Approval Signatures)

(RETURN to step 5)

Application for Activity Fundraiser / Sales

SUBMIT APPLICATION FOR APPROVAL. TWO WEEKS BEFORE SALES START DATE

Fundraiser Type*
FOOD

Event Number*
 Fundraiser #1 Fundraiser #2 Non-Fundraiser

Is this event JHS/HS Athletics-related?*
 Yes No

Are you using My School Bucks?*
 Yes No

Campus*
Sharyland HS

Organization*
TaxPSTA- CTSD Law Enforcement

Activity Acct No*
865.1.00.21911.97.001.0.00.000

Req #

Sponsor*
Nydia K Gonzalez

Club President*
Victoria Lesinger

Beginning Sales Date*
04/04/2023

Ending Sales Date*
05/05/2023

Description of Activity/Product(s)*
Biz Ocampo-Big Kahuna cookies. Variety of cookies, box of 30 cookies.

Benefit and Purpose*
Fundraiser for scholarships, uniforms, club shirts and CTSD end of year banquet

Location*
Sharyland High School

Vendor Name
Biz Ocampo-Big Kahuna

Estimated Revenues*
\$ 0.00

Cost Per Item (if applicable)
\$ 2.00

Estimated Expenses*
\$ 1,200.00

Sales Price Per Item (if applicable)
\$ 2.00

Estimated Profit
\$ -1,200.00

Commission % (if applicable)
0.00

SHARYLAND INDEPENDENT SCHOOL DISTRICT

Responsibilities of Activity Fund Sponsors
The purpose for the collecting or raising and expending of funds by student groups is for the direct benefit of the students. Funds are to be used to finance activities that supplement the District's educational program. Fundraising activities will contribute to the educational experience of students and will not conflict with the instructional program. Money raised by student groups and organizations is held by the school as trustee. The faculty sponsor of a student group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from organization accounts.

I hereby acknowledge that I have read the Sharyland Independent School District Activity Fund Accounting Handbook and that I am responsible for complying with it. In particular, I acknowledge that:

- Develop fundraising activities and had them approved in advance by the principal using the designated form.

- I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.
- I will safeguard activities funds until they are deposited with the school principal or designee.
- At the completion of all fundraisers the Sales Summary Report will be completed and submitted to the principal for approval.
- All purchases made on behalf of the student organization will be made by check and approved in advance by the principal and finance administrator using the Request System.
- All food and beverage fund raiser
 - Must meet the USDA nutritional guidelines
 - Can be sold 30 minutes after the end of the school day (last set) until midnight
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I understand that I will be held responsible for any student activity funds entrusted to me and that I will reimburse the student organization for any money or property purchased with student activity money which is lost due to my own negligence, theft, or fraud.

I am familiar with the school and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the Sales Tax collection (if any) and cash collections involved. I agree to submit the Financial Recap to the Business Office within 2 weeks after completion of this fundraiser.

Sponsor Signature
Nydia K Gonzalez
Date: 04/11/2023

Principal / Athletic Coordinator Signature
Lori Ann Garza
Date: 04/11/2023

Final Approver Signature
Dulce Amador
Date: 04/11/2023

Comments:

**REQUIRED IN ORDER
TO PROCEED WITH
FUNDRAISER**

Sponsor Receipts to Payee (Voided should NOT be included)
(Yellow Copies)

(RETURN to Inventory step 15)

(RETURN to Pre-Order step 11)

- **FOR PAYMENTS OF \$5.01 OR MORE PER PAYMENT**
- Receipts **CAN NOT** be altered, if a mistake is made, it needs to be Voided
- Voided Receipts are to **REMAIN** in the Receipt book with the White/Yellow & Pink originals attached.
- Receipts **ARE NOT** to be pre-written
- Use Stock Board included in the book and place it under the Pink receipt to prevent accidentally copying data onto the following receipts

Sponsor Issued Receipts to Payee
(KEEP RECEIPT BOOK IN SAFE PLACE WHEN FINISHED)

Receipt Sample

RECEIPT DATE _____ Date of Payee Payment _____ No. **123452**

RECEIVED FROM _____ Name of Payee _____

Deposit Amount _____ Extended Format _____

Reason for Payment _____

ACCOUNT: Amount owed CASH
 PAYMENT: Amount paid CHECK
 BAL. DUE: Balance due MONEY ORDER
 CREDIT CARD

FROM _____ TO _____ BY _____ Sponsor Signature _____

Payment Type _____

DATE MONEY WAS RECEIVED

NAME OF THE STUDENT

DEPOSIT AMOUNT IN NUMERIC FORMAT

Receipt Sample

RECEIPT DATE _____ Date of Payee Payment _____ No. **123453**

RECEIVED FROM _____ Name of Payee _____

Deposit Amount _____ Extended Format _____

Reason for Payment _____

ACCOUNT: Amount owed CASH
 PAYMENT: Amount paid CHECK
 BAL. DUE: Balance due MONEY ORDER
 CREDIT CARD

FROM _____ TO _____ BY _____ Sponsor Signature _____

Payment Type _____

DEPOSIT AMOUNT IN EXTENDED

FUNDRAISER NAME

DEPOSIT TYPE SHOULD ONLY BE CASH

SPONSOR SIGNATURE

VOID

NOTE:
When voiding a receipt, Make sure to keep all of the 3 copies together
original, yellow, pink

Receipt Sample

RECEIPT DATE _____ Date of Payee Payment _____ No. **123454**

RECEIVED FROM _____ Name of Payee _____

Deposit Amount _____ Extended Format _____

Reason for Payment _____

ACCOUNT: Amount owed CASH
 PAYMENT: Amount paid CHECK
 BAL. DUE: Balance due MONEY ORDER
 CREDIT CARD

FROM _____ TO _____ BY _____ Sponsor Signature _____

Payment Type _____

NOTE VOIDED INSTRUCTIONS

- **DO NOT USE WHITE OUT**, if an **ERROR** is done, write a line over the it and enter the corrected information on the following line

CAMPUS NAME



**SHARYLAND ISD
DAILY COLLECTIONS REPORT**

**CLUB NAME OR
TEACHER NAME IF
NOT A FUNDRAISER**

PAYMENTS FROM STUDENTS FOR FEES, FIELD TRIPS, FUNDRAISERS ETC. FOR PAYMENTS OF \$5.00 OR LESS PER PAYMENT.

CAMPUS:		CLUB/TEACHER:		FUNDRAISER NAME	
FUNDRAISER/PURPOSE:					
	DATE RECEIVED	STUDENT NAME	AMOUNT COLLECTED	STUDENT SIGNATURE	COMMENTS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
			TOTAL \$	-	

**DATE PAYMENT
IS COLLECTED**

**COMMENTS
ABOUT THE
PAYMENT**

**NAME OF STUDENT
PAYING**

**AMOUNT COLLECTED
PER STUDENT**

**J.H. & H.S.
STUDENT
INITIALS**

**SPONSOR
SIGNATURE**

**DATE SUBMITTED
TO SECRETARY/
BOOKKEEPER**

SPONSOR/TEACHER SIGNATURE:

DATE SUBMITTED TO CAMPUS SECRETARY/BOOKKEEPER:

SPONSOR DEPOSIT CHECKLIST	
TO BOOKKEEPER/SECRETARY	
Organization: _____	Account No. _____
REQUIRED DOCUMENTATION FOR EVERY DEPOSIT (THIS IS NOT OPTIONAL)	
<input type="checkbox"/> Deposit Tabulation Distribution Sheet (FOR EVERY DEPOSIT)	
LOCATE THE TYPE OF DEPOSIT YOU ARE MAKING AND SELECT DEPOSIT TYPE REQUIRED DOCUMENTATION PER DEPOSIT TYPE (THIS IS NOT OPTIONAL)	
FOR EVENTS WHERE TICKETS/BRACELETS WILL BE SOLD	FEES/DUES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE
<input type="checkbox"/> FESTIVALS <input type="checkbox"/> CLINICS <input type="checkbox"/> TALENT SHOWS <input type="checkbox"/> GATE ENTRY FEES <input type="checkbox"/> DANCE/PROM <input type="checkbox"/> OTHER _____	<input type="checkbox"/> PARKING FEES <input type="checkbox"/> TESTING FEES <input type="checkbox"/> ID FEES <input type="checkbox"/> CLUB DUES <input type="checkbox"/> AFTER SCHOOL CARE <input type="checkbox"/> CELL PHONE FEES <input type="checkbox"/> OTHER _____
<input type="checkbox"/> Sales Application (Laserfiche) <input type="checkbox"/> Ticket Sales Template <input type="checkbox"/> (used)	<input type="checkbox"/> CAMP FEES (NON-PROFIT) <input type="checkbox"/> DUAL ENROLLMENT FEES <input type="checkbox"/> LOST TEXTBOOK FEES <input type="checkbox"/> LOST LIBRARY BOOK FEES <input type="checkbox"/> LIBRARY LATE FEES <input type="checkbox"/> CLUB REGISTRATION FEES
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment)	<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment)
UNUNUSED TRAVEL MONEY	PRE-ORDER/ INVENTORY SALES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.
SELECT ONE <input type="checkbox"/> Currency/Coins <input type="checkbox"/> 2 Copies of Approved Purchase Order <input type="checkbox"/> Original Receipts <input type="checkbox"/> Copy of Original Receipts <input type="checkbox"/> Completed Original Check Reconciliation Template → (STUDENT MEAL ALLOWANCE TEMPALTE) <input type="checkbox"/> Copy of the Check Reconciliation Template → (STUDENT MEAL ALLOWANCE TEMPALTE)	SELECT ONE <input type="checkbox"/> BROCHURE SALES <input type="checkbox"/> DISCOUNT CARDS <input type="checkbox"/> CHOCOLATE BARS <input type="checkbox"/> OTHER _____
<input type="checkbox"/> FAN SHIRTS <input type="checkbox"/> CANDLES <input type="checkbox"/> GOURMET POPCORN	<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template (ONLY Inventory Sales) <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment) <input type="checkbox"/> Completed Inventory Sales Template
FOR FOOD SALES	BUSINESS CHECKS & CASH
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	NO PERSONAL CHECKS (NO EXCEPTIONS!)
SELECT ONE <input type="checkbox"/> CONCESSIONS <input type="checkbox"/> EXEMPT DAYS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche)	SELECT ONE <input type="checkbox"/> COMMISSION CHECKS <input type="checkbox"/> ATHLETIC/UIL/CHESS TOURNAMENTS <input type="checkbox"/> RENTALS <input type="checkbox"/> OTHER _____
CHANGE BOX FUNDS RETURN (1109)	<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template (NOT FOR Mailed Checks) <input type="checkbox"/> Business Checks (When applicable) <input type="checkbox"/> Check Copies
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	Sponsor Signature Verification: _____ Date _____ Bookkeeper/Secretary Verification: _____ Date _____
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Copy of Approved Purchase Order <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche)	
DONATIONS	
NO PERSONAL CHECKS (NO EXCEPTIONS!)	
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Business Checks (When applicable) <input type="checkbox"/> Check Copies <input type="checkbox"/> Signed Donation Form <input type="checkbox"/> Copy of Signed Donation Form	
OPTIONAL DOCUMENTATION	
<input type="checkbox"/> Letter, etc (Additional Back up if applicable)	

FIND
 PRE-ORDER SALES/
 INVENTORY SALES
 HERE

**SHARYLAND INDEPENDENT SCHOOL DISTRICT
SPONSOR TABULATION OF MONIES FOR DEPOSIT**

DATE: _____
 ORGANIZATION: _____
 ACCOUNT NUMBER: _____

ENTER THE FOLLOWING:
 DATE:
 ORGANIZATION NAME:
 ACCOUNT NUMBER:

CURRENCY / COINS			BUSINESS CHECKS/MONEY ORDER/CASHIER CHECK NO PERSONAL CHECKS ALLOWED		
QUANTITY X	DENOMINATION OF CURRENCY	= TOTAL	NAME OF BUSINESS	CHECK NUMBER	CHECK AMOUNT
	\$100				
	\$50				
	\$20				
	\$10				
	\$5				
	\$2				
	\$1				
	\$1.00				
	\$0.50				
	\$0.25				
	\$0.10				
	\$0.05				
	\$0.01				
TOTAL CURRENCY :			ADDITIONAL CHECKS MAY BE ADDED ON THE CHECK TAB		
TOTAL COINS :			TOTAL CHECKS (ATTACH COPIES):		
TOTAL CURRENCY & COINS			TOTAL CURRENCY + COINS + CHECKS =		

ENTER THE FOLLOWING:
 CURRENCY & COINS
 QUANTITIES

ENTER
 CURRENCY & COINS
 TOTALS

**SHOULD NOT
 APPLY**

ENTER CURRENCY VALUE

ENTER COIN VALUE

**ENTER CURRENCY &
 COINS & CHECKS
 COMBINED VALUE**

ENTER THE FOLLOWING:
 CURRENCY & COINS
 COMBINED VALUE

**ENTER THE DETAIL
 DESCRIPTION FOR THE
 DEPOSIT**

RECEIPTS COLLECTED FOR WHAT PURPOSE:

I HEREBY ACKNOWLEDGE DELIVERY OF FUNDS INTACT: I HEREBY ACKNOWLEDGE DELIVERY OF FUNDS INTACT

SIGNATURE OF SPONSOR/COLLECTOR

SIGNATURE OF BOOKKEEPER/SECRETARY

**SIGN AND TAKE TO
 BOOKKEEPER/SECRETARY FOR
 VERIFICATION AND ACCEPTANCE**

**BOOKKEEPER/SECRETARY SIGN AFTER
 VERIFICATION AND AS PROOF OF
 POSSESSION OF FUNDS**

	TOTAL RECEIPTS	RECEIPT #	AMOUNT PER RECEIPT
Total Receipts	-	1	
Total Deposit		2	
Difference	\$ -	3	
		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	
		13	
		14	
		15	
		16	
		17	
		18	
		19	
		20	
		21	
		22	
		23	
		24	
		25	
		26	

ENTER THE TOTAL CASH ON HAND

ENTER LOWEST RECEIPT

ENTER AMOUNT PER RECEIPT

AUTO POPULATE

FOR MULTIPLE RECEIPT BOOKS

SINGLE RECEIPT BOOK | **MULTIPLE RECEIPT BOOKS** (+)

(END OF PRE-ORDER/INVENTORY RETURN TO Summary Page)

**AUTO POPULATE
AMOUNT OF MONEY THAT
SHOULD BE COLLECTED**

**TOTAL CASH/COINS/CHECKS
ON HAND**

**FUNDRAISER START
& END DATE**

PAGE 1 INVENTORY ITEM SALES TOTAL \$ - FUNDRAISER DATE (START)

ENTER CASH TOTAL COLLECTED FUNDRAISER DATE (END)

DIFFERENCE \$ - EXPLAIN IF NOT IN BALANCE:

BALANCE

EXPLAIN IF DOES NOT BALANCE

ITEM NAME	\$	-	ITEM NAME	\$	-
ITEM SIZE/OZ/COLOR/ETC			ITEM SIZE/OZ/COLOR/ETC		
ITEM SELLING PRICE			ITEM SELLING PRICE		
ENTER QUANTITY OF STARTING INVENTORY (START OF FUNDRAISER)			ENTER QUANTITY OF STARTING INVENTORY (START OF FUNDRAISER)		
ENTER QUANTITY OF REMAINING INVENTORY (END OF FUNDRAISER)			ENTER QUANTITY OF REMAINING INVENTORY (END OF FUNDRAISER)		
TOTAL ITEM SOLD	0		TOTAL ITEM SOLD	0	
TOTAL SALES	\$	-	TOTAL SALES	\$	-

PRODUCT NAME

DESCRIPTION OF PRODUCT

ENTER PRODUCT SELLING PRICE

**ENTER TOTAL QUANTY
OF PRODUCT AT THE
BEGINING THE
FUNDRAISER**

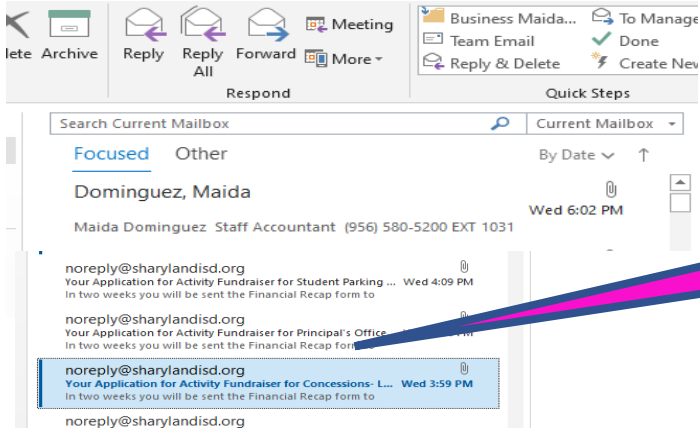
**ENTER TOTAL QUANTY OF
PRODUCT AT THE END THE
FUNDRAISER**

(END OF PRE-ORDER/INVENTORY RETURN TO Summary Page)

Images for Fees & Dues

Email from : noreply@sharylandisd.org

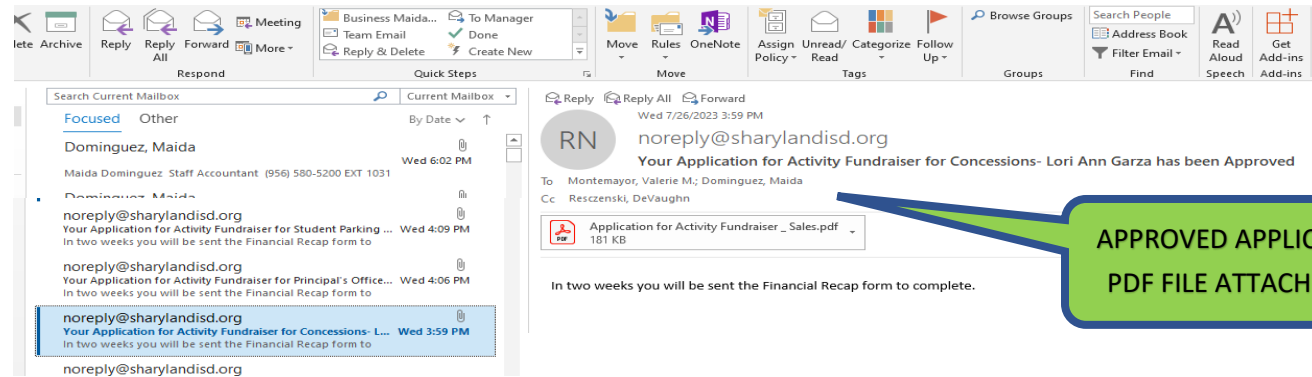
(RETURN to step 3)



EMAIL FROM:
NOREPLY@SHARYLANDISD.ORG

Image of the Attachment PDF for Download (**DOWNLOAD & SAVE FOR YOUR RECORDS & DEPOSITS**)

(RETURN to step 4)



APPROVED APPLICATION
PDF FILE ATTACHMENT

Fundraiser/Sales Application

(DOWNLOAD & SAVE FOR YOUR RECORDS & DEPOSITS DOCUMENTATION)

Laserfiche Fundraiser/Sales Application (**Approval Signatures**)

(RETURN to step 5)

Application for Activity Fundraiser / Sales

SUBMIT APPLICATION FOR APPROVAL, TWO WEEKS BEFORE SALES START DATE

Fundraiser Type*
FOOD

Event Number*
 Fundraiser #1 Fundraiser #2 Non-Fundraiser

Is this event JHS/HS Athletics-related?*
 Yes No

Are you using My School Bucks?*
 Yes No

Campus*
Sharyland HS

Organization*
T&PSTA- CTSD Law Enforcement

Activity Acct No*
863.1.00.2191.97.001.0.00.000

Req#

Sponsor*
Nydia K Gonzalez

Club President*
Victoria Latsinger

Beginning Sales Date*
04/04/2023

Ending Sales Date*
05/05/2023

Description of Activity/Product(s)*
Biz Ocampo-Big Kamuna cookies. Variety of cookies, box of 30 cookies.

Benefit and Purpose*
Fundraiser for scholarships, uniforms, club shirts and CTSD end of year banquet.

Location*
Sharyland High School

Vendor Name
Biz Ocampo-Big Kamuna

Estimated Revenues*
\$ 0.00

Cost Per Item (if applicable)
\$ 2.00

Estimated Expenses*
\$ 1,200.00

Sales Price Per Item (if applicable)
\$ 2.00

Estimated Profit
\$ -1,200.00

Commission % (if applicable)
0.00

SHARYLAND INDEPENDENT SCHOOL DISTRICT

Responsibilities of Activity Fund Sponsors

The purpose for the collecting or raising and expending of funds by student groups is for the direct benefit of the students. Funds are to be used to finance activities that supplement the District's educational program. Fundraising activities will contribute to the educational experience of students and will not conflict with the instructional program. Money raised by student groups and organizations is held by the school as trustee. The faculty sponsor of a student group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from organization accounts.

I hereby acknowledge that I have read the Sharyland Independent School District Activity Fund Accounting Handbook and that I am responsible for complying with it. In particular, I acknowledge that:

- Develop fundraising activities and had them approved in advance by the principal using the designated form.

- I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.
- I will safeguard activities funds until they are deposited with the school principal or designee.
- At the completion of all fundraisers the Sales Summary Report will be completed and submitted to the principal for approval.
- All purchases made on behalf of the student organization will be made by check and approved in advance by the principal and finance administration using the Skyward Requestion System.
- All food and beverage fund raiser
 - Must meet the USDA nutritional guidelines
 - Can be sold 30 minutes after the end of the school day (not set) until midnight
 - Is an exempt day but cannot be near the serving area during the meal service
- I will maintain a positive balance in my organization's account at all times.

I understand that I will be held responsible for any student activity funds entrusted to me and that I will reimburse the student organization for any money or property purchased with student activity money which is lost due to my own negligence, theft, or fraud.

I am familiar with the school and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the Sales Tax collection (if any) and cash collections involved. I agree to submit the Financial Recap to the Business Office within 2 weeks after completion of this fundraiser.

Sponsor Signature
Nydia K Gonzalez Date: 04/11/2023

Principal / Athletic Coordinator Signature
Lori Ann Garza Date: 04/11/2023

Final Approver Signature
Dorinda Ornelas Date: 04/11/2023

Comments:

REQUIRED IN ORDER
TO PROCEED WITH
FUNDRAISER

Sponsor Receipts to Payee (Voided should NOT be included)
(Yellow Copies)

(RETURN to step 8)

- FOR PAYMENTS OF \$5.01 OR MORE PER PAYMENT
- Receipts **CAN NOT** be altered, if a mistake is made, it needs to be Voided
- Voided Receipts are to **REMAIN** in the Receipt book with the White/Yellow & Pink originals attached.
- Receipts **ARE NOT** to be pre-written
- Use Stock Board included in the book and place it under the Pink receipt to prevent accidentally coping data onto the following receipts

Sponsor Issued Receipts to Payee
(KEEP RECEIPT BOOK IN SAFE PLACE WHEN FINISHED)

The image displays three examples of 'Sponsor Issued Receipts to Payee' forms. Each form includes fields for 'RECEIPT No.', 'Date of Payee Payment', 'Name of Payee', 'Deposit Amount', 'Extended Format', 'Reason for Payment', 'Payment Type', and 'Sponsor Signature'. A 'VOID' stamp is placed over the middle receipt, with a note: 'NOTE: When voiding a receipt, Make sure to keep all of the 3 copies together original, yellow, pink'. Callout boxes provide specific instructions: 'NAME OF THE STUDENT' points to the 'Name of Payee' field; 'DATE MONEY WAS RECEIVED' points to the 'Date of Payee Payment' field; 'DEPOSIT AMOUNT IN NUMERIC FORMAT' points to the 'Deposit Amount' field; 'FUNDRAISER NAME' points to the 'Reason for Payment' field; 'SPONSOR SIGNATURE' points to the 'Sponsor Signature' field; 'DEPOSIT AMOUNT IN EXTENDED' points to the 'Extended Format' field; 'DEPOSIT TYPE SHOULD ONLY BE CASH' points to the 'Payment Type' field; and 'NOTE VOIDED INSTRUCTIONS' points to the 'VOID' stamp.

- **FOR PAYMENTS OF \$5.00 OR LEZZ PER PAYMENT**
- **DO NOT USE WHITE OUT**, if an **ERROR** is done, write a line over the it and enter the corrected information on the following line

CAMPUS NAME



**SHARYLAND ISD
DAILY COLLECTIONS REPORT**

**CLUB NAME OR
TEACHER NAME IF
NOT A FUNDRAISER**

PAYMENTS FROM STUDENTS FOR FEES, FIELD TRIPS, FUNDRAISERS ETC. FOR PAYMENTS OF \$5.00 OR LESS PER PAYMENT.

CAMPUS: _____ CLUB/TEACHER: _____

**FUNDRAISER
NAME**

FUNDRAISER/PURPOSE: _____

	DATE RECEIVED	STUDENT NAME	AMOUNT COLLECTED	STUDENT SIGNATURE	COMMENTS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					

**DATE PAYMENT
IS COLLECTED**

**COMMENTS
ABOUT THE
PAYMENT**

**J.H. & H.S.
STUDENT
INITIALS**

**NAME OF STUDENT
PAYING**

**AMOUNT COLLECTED
PER STUDENT**

**SPONSOR
SIGNATURE**

TOTAL \$ -

SPONSOR/TEACHER SIGNATURE: _____
DATE SUBMITTED TO CAMPUS SECRETARY/BOOKKEEPER: _____

**DATE SUBMITTED
TO SECRETARY/
BOOKKEEPER**

SPONSOR DEPOSIT CHECKLIST TO BOOKKEEPER/SECRETARY	
Organization: _____ Account No. _____	
REQUIRED DOCUMENTATION FOR EVERY DEPOSIT (THIS IS NOT OPTIONAL)	
<input type="checkbox"/> Deposit Tabulation Distribution Sheet (FOR EVERY DEPOSIT)	
LOCATE THE TYPE OF DEPOSIT YOU ARE MAKING AND SELECT DEPOSIT TYPE REQUIRED DOCUMENTATION PER DEPOSIT TYPE (THIS IS NOT OPTIONAL)	
FOR EVENTS WHERE TICKETS/BRACELETS WILL BE SOLD	FEES/DUES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE <input type="checkbox"/> FESTIVALS <input type="checkbox"/> CLINICS <input type="checkbox"/> TALENT SHOWS <input type="checkbox"/> GATE ENTRY FEES <input type="checkbox"/> DANCE/PROM <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Completed Ticket/Stub <input type="checkbox"/> Ticket Stubs (if Ticket)	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE <input type="checkbox"/> PARKING FEES <input type="checkbox"/> TESTING FEES <input type="checkbox"/> ID FEES <input type="checkbox"/> CLUB DUES <input type="checkbox"/> AFTER SCHOOL CARE <input type="checkbox"/> CELL PHONE FEES <input type="checkbox"/> OTHER _____ <input type="checkbox"/> CURRENCY/COINS <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Daily Collections Report <i>(ONLY \$5 or less per payment)</i>
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Daily Cash Register Report	PRE-ORDER/ INVENTORY SALES ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE <input type="checkbox"/> BROCHURE SALES <input type="checkbox"/> DISCOUNT CARDS <input type="checkbox"/> CHOCOLATE BARS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> FAN SHIRTS <input type="checkbox"/> CANDLES <input type="checkbox"/> GOURMET POPCORN <input type="checkbox"/> CURRENCY/COINS <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <i>(ONLY Inventory Sales)</i> <input type="checkbox"/> Daily Collections Report <i>(ONLY \$5 or less per payment)</i> <input type="checkbox"/> Completed Inventory Sales Template
UNUNUSED TRAVEL MONEY ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. <input type="checkbox"/> Currency/Coins <input type="checkbox"/> 2 Copies of Approved Purchase Order <input type="checkbox"/> Original Receipts <input type="checkbox"/> Copy of Original Receipts <input type="checkbox"/> Completed Original Check Reconciliation Template (STUDENT MEAL ALLOWANCE TEMPALTE) <input type="checkbox"/> Copy of the Check Reconciliation Template (STUDENT MEAL ALLOWANCE TEMPALTE)	BUISNESS CHECKS & CASH NO PERSONAL CHECKS (NO EXCEPTIONS!) SELECT ONE <input type="checkbox"/> COMMISSION CHECKS <input type="checkbox"/> ATHLETIC/UIL/CHESS TOURNAMENTS <input type="checkbox"/> RENTALS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> CURRENCY/COINS <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <i>(NOT FOR Mailed Checks)</i> <input type="checkbox"/> Business Checks <i>(When applicable)</i> <input type="checkbox"/> Check Copies
FOR FOOD SALES ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE <input type="checkbox"/> CONCESSIONS <input type="checkbox"/> EXEMPT DAYS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i>	CHANGE BOX FUNDS RETURN (1109) ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Copy of Approved Purchase Order <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i>
DONATIONS NO PERSONAL CHECKS (NO EXCEPTIONS!) <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Business Checks <i>(When applicable)</i> <input type="checkbox"/> Check Copies <input type="checkbox"/> Signed Donation Form <input type="checkbox"/> Copy of Signed Donation Form	Sponsor Signature Verification: _____ Date _____ Bookkeeper/Secretary Verification: _____ Date _____
OPTIONAL DOCUMENTATION	
<input type="checkbox"/> Letter, etc <i>(Additional Back up if applicable)</i>	



SHARYLAND INDEPENDENT SCHOOL DISTRICT SPONSOR TABULATION OF MONIES FOR DEPOSIT

DATE:

ORGANIZATION:

ACCOUNT NUMBER:

ENTER THE FOLLOWING:
 DATE:
 ORGANIZATION NAME:
 ACCOUNT NUMBER:

CURRENCY / COINS			BUSINESS CHECKS/MONEY ORDER/CASHIER CHECK NO PERSONAL CHECKS ALLOWED		
QUANTITY X	DENOMINATION OF CURRENCY	= TOTAL	NAME OF BUSINESS	CHECK NUMBER	CHECK AMOUNT
	\$100				
	\$50				
	\$20				
	\$10				
	\$5				
	\$2				
	\$1				
	\$1.00				
	\$0.50				
	\$0.25				
	\$0.10				
	\$0.05				
	\$0.01				

ENTER THE FOLLOWING:
 CURRENCY & COINS
 QUANTITIES

**ENTER
 CURRENCY & COINS
 TOTALS**

ENTER CURRENCY VALUE

ENTER COIN VALUE

**SHOULD NOT
 APPLY**

TOTAL CURRENCY :		ADDITIONAL CHECKS MAY BE ADDED ON THE CHECK TAB	
TOTAL COINS :		TOTAL CHECKS (ATTACH COPIES):	
TOTAL CURRENCY & COINS		TOTAL CURRENCY + COINS + CHECKS =	

**ENTER CURRENCY &
 COINS & CHECKS
 COMBINED VALUE**

RECEIPTS COLLECTED FOR WHAT PURPOSE:

ENTER THE FOLLOWING:
 CURRENCY & COINS
 COMBINED VALUE

I HEREBY ACKNOWLEDGE DELIVERY OF FUNDS INTACT: _____

I HEREBY ACKNOWLEDGE RECEIPT OF _____

SIGNATURE OF SPONSOR/COLLECTOR _____

SIGNATURE OF BOOKKEEPER/SECRETARY _____

**ENTER THE DETAIL
 DESCRIPTION FOR THE
 DEPOSIT**

**SIGN AND TAKE TO
 BOOKKEEPER/SECRETARY FOR
 VERIFICATION AND ACCEPTANCE**

**BOOKKEEPER/SECRETARY SIGN AFTER
 VERIFICATION AND AS PROOF OF
 POSSESSION OF FUNDS**

The image shows a spreadsheet template for tracking receipts. It features a table with columns for 'TOTAL RECEIPTS', 'RECEIPT #', and 'AMOUNT PER RECEIPT'. The 'TOTAL RECEIPTS' column is highlighted in green, and the 'RECEIPT #' column is highlighted in orange. The 'AMOUNT PER RECEIPT' column is highlighted in yellow. The table has 26 rows, with the first row containing the labels 'Total Receipts', 'Total Deposit', and 'Difference'. The first row also contains a dollar sign, a dash, and the number 1. The second row contains the number 2, and the third row contains a dollar sign, a dash, and the number 3. The remaining rows are numbered 4 through 26. There are four callout boxes: a blue box at the top left pointing to the 'TOTAL RECEIPTS' column with the text 'ENTER THE TOTAL CASH ON HAND'; a yellow box at the top right pointing to the 'RECEIPT #' column with the text 'ENTER LOWEST RECEIPT NUMBER'; a pink box on the right pointing to the 'AMOUNT PER RECEIPT' column with the text 'ENTER AMOUNT PER RECEIPT'; and a pink box in the middle pointing to the 'RECEIPT #' column with the text 'AUTO POPULATE'. At the bottom, there are two tabs: 'SINGLE RECEIPT BOOK' and 'MULTIPLE RECEIPT BOOKS', with a plus sign icon to the right of the second tab. A green callout box at the bottom right points to the 'MULTIPLE RECEIPT BOOKS' tab with the text 'FOR MULTIPLE RECEIPT BOOKS'.

	TOTAL RECEIPTS	RECEIPT #	AMOUNT PER RECEIPT
Total Receipts	\$ -	1	
Total Deposit		2	
Difference	\$ -	3	
		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	
		13	
		14	
		15	
		16	
		17	
		18	
		19	
		20	
		21	
		22	
		23	
		24	
		25	
		26	

ENTER THE TOTAL CASH ON HAND

ENTER LOWEST RECEIPT NUMBER

ENTER AMOUNT PER RECEIPT

AUTO POPULATE

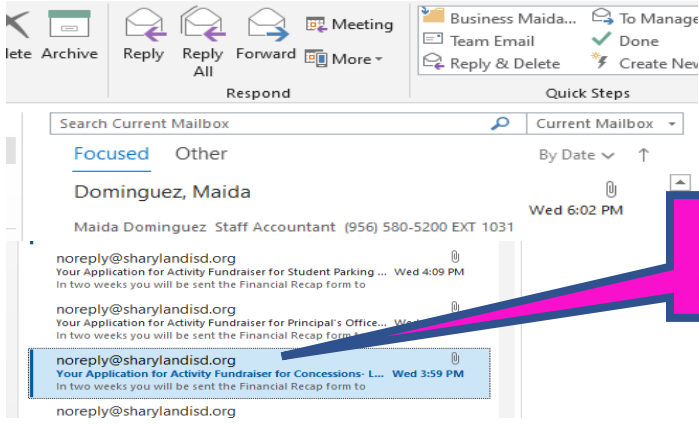
FOR MULTIPLE RECEIPT BOOKS

SINGLE RECEIPT BOOK | MULTIPLE RECEIPT BOOKS (+)

Images of Food Sales

Email from : noreply@sharylandisd.org

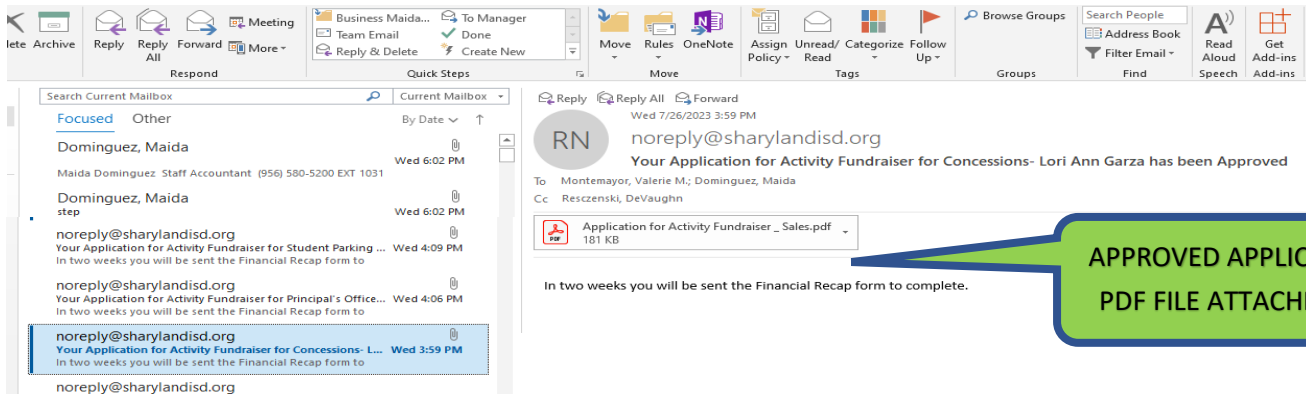
(RETURN to step 3)



EMAIL FROM:
NOREPLY@SHARYLANDISD.ORG

Image of the Attachment PDF for Download **(DOWNLOAD & SAVE FOR YOUR RECORDS & DEPOSITS)**

(RETURN to step 4)



APPROVED APPLICATION
PDF FILE ATTACHMENT

Fundraiser/Sales Application

(DOWNLOAD & SAVE FOR YOUR RECORDS & DEPOSITS DOCUMENTATION)

Laserfiche Fundraiser/Sales Application **(Approval Signatures)**

(RETURN to step 5)

Application for Activity Fundraiser / Sales

SUBMIT APPLICATION FOR APPROVAL TWO WEEKS BEFORE SALES START DATE

Fundraiser Type*
FOOD

Event Number*
Fundraiser #1 Fundraiser #2 Non-Fundraiser

Are you using My School Bucks?*
Yes No

Campus*
Sharyland HS

Activity Acct No*
86A.L.00.2191.97.061.0.00.000

Sponsor*
Nydia K Gonzalez

Beginning Sales Date*
04/04/2023

Description of Activity/Product(s)*
Biz Ocampo-Big Katana cookies. Variety of cookies, box of 30 cookies.

Benefit and Purpose*
Fundraiser for scholarships, uniforms, club events and CTSD end of year banquet.

Location*
Sharyland High School

Estimated Revenues*
\$ 0.00

Estimated Expenses*
\$ 1,200.00

Estimated Profit
\$ +1,200.00

Organization*
TXPSTA- CTSD Law Enforcement

Req #

Club President*
Victoria Letsinger

Ending Sales Date*
05/05/2023

Vendor Name
Biz Ocampo-Big Katana

Cost Per Item (if applicable)
\$ 2.00

Sales Price Per Item (if applicable)
\$ 2.00

Commission % (if applicable)
0.00

SHARYLAND INDEPENDENT SCHOOL DISTRICT

Responsibilities of Activity Fund Sponsors

The purpose for the collecting or raising and expending of funds by student groups is for the direct benefit of the students. Funds are to be used to finance activities that supplement the District's educational program. Fundraising activities will contribute to the educational experience of students and will not conflict with the instructional program. Money raised by student groups and organizations is held by the school as trustee. The faculty sponsor of a student group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from organization accounts.

I hereby acknowledge that I have read the Sharyland Independent School District Activity Fund Accounting Handbook and that I am responsible for complying with it. In particular, I acknowledge that:

- Develop fundraising activities and had them approved in advance by the principal using the designated form.

- I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.
- I will safeguard activities funds until they are deposited with the school principal or designee.
- All the completion of all fundraisers the Sales Summary Report will be completed and submitted to the principal for approval.
- All purchases made on behalf of the student organization will be made by check and approved in advance by the principal and finance administration using the Statewide Requisition System.
- All food and beverage fund raiser
 - Must meet the USDA nutritional guidelines
 - Can be sold 30 minutes after the end of the school day (and not) until midnight
 - is an exempt day but cannot be near the serving area during the meal service
- I will maintain a positive balance in my organization's account at all times.

I understand that I will be held responsible for any student activity funds entrusted to me and that I will reimburse the student organization for any money or property purchased with student activity money which is lost due to my own negligence, theft, or fraud.

I am familiar with the school and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the Sales Tax collection (if any) and cash collections involved. I agree to submit the Financial Recap to the Business Office within 2 weeks after completion of this fundraiser.

Sponsor Signature
Nydia K Gonzalez Date: 04/11/2023

Principal / Athletic Coordinator Signature
Lori Ann Garza Date: 04/11/2023

Final Approver Signature
Dorinda Amador Date: 04/21/2023

Comments:

REQUIRED IN ORDER
TO PROCEED WITH
FUNDRAISER

SPONSOR DEPOSIT CHECKLIST TO BOOKKEEPER/SECRETARY	
Organization: _____ Account No. _____	
REQUIRED DOCUMENTATION FOR EVERY DEPOSIT (THIS IS NOT OPTIONAL)	
<input type="checkbox"/> Deposit Tabulation Distribution Sheet (FOR EVERY DEPOSIT)	
LOCATE THE TYPE OF DEPOSIT YOU ARE MAKING AND SELECT DEPOSIT TYPE REQUIRED DOCUMENTATION PER DEPOSIT TYPE (THIS IS NOT OPTIONAL)	
FOR EVENTS WHERE TICKETS/BRACELETS WILL BE SOLD	FEES/DUES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE
<input type="checkbox"/> FESTIVALS <input type="checkbox"/> CLINICS <input type="checkbox"/> TALENT SHOWS <input type="checkbox"/> GATE ENTRY FEES <input type="checkbox"/> DANCE/PROM <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Completed Ticket/Bracelet Sales Template <input type="checkbox"/> Ticket Stubs (if Tickets used)	<input type="checkbox"/> PARKING FEES <input type="checkbox"/> TESTING FEES <input type="checkbox"/> ID FEES <input type="checkbox"/> CLUB DUES <input type="checkbox"/> AFTER SCHOOL CARE <input type="checkbox"/> CELL PHONE FEES <input type="checkbox"/> OTHER _____ <input type="checkbox"/> CURRENCY/COINS <input type="checkbox"/> APPROVED FUNDRAISER/SALES APPLICATION (LASERFICHE) <input type="checkbox"/> ORIGINAL RECEIPTS (FOR COLLECTIONS OVER \$5 EACH PAYMENT) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment)
BOOKFAIR	PRE-ORDER/ INVENTORY SALES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Daily Cash Register Report	SELECT ONE <input type="checkbox"/> BROCHURE SALES <input type="checkbox"/> FAN SHIRTS <input type="checkbox"/> MET POPCORN <input type="checkbox"/> _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template (ONLY Inventory Sales) <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment) <input type="checkbox"/> Completed Inventory Sales Template
UNSUSED TRAVEL MONEY	<div style="border: 2px solid green; padding: 5px; color: white; font-weight: bold; font-size: 1.2em;"> FIND FOOD SALES HERE </div>
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> 2 Copies of Approved Purchase Order <input type="checkbox"/> Original Receipts <input type="checkbox"/> Copy of Original Receipts <input type="checkbox"/> Completed Original Check Reconciliation Template → (STUDENT MEAL ALLOWANCE TEMPLATE) <input type="checkbox"/> Copy of the Check Reconciliation Template → (STUDENT MEAL ALLOWANCE TEMPLATE)	
FOR FOOD SALES	
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE	BUSINESS CHECKS & CASH
<input type="checkbox"/> CONCESSIONS <input type="checkbox"/> EXEMPT DAYS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche)	NO PERSONAL CHECKS (NO EXCEPTIONS!) SELECT ONE
CHANGE BOX FUNDS RETURN (1109)	<input type="checkbox"/> COMMISSION CHECKS <input type="checkbox"/> ATHLETIC/UIL/CHESS TOURNAMENTS <input type="checkbox"/> RENTALS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template (NOT FOR Mailed Checks) <input type="checkbox"/> Business Checks (When applicable) <input type="checkbox"/> Check Copies
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Copy of Approved Purchase Order <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche)	
DONATIONS	
NO PERSONAL CHECKS (NO EXCEPTIONS!)	
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Business Checks (When applicable) <input type="checkbox"/> Check Copies <input type="checkbox"/> Signed Donation Form <input type="checkbox"/> Copy of Signed Donation Form	
OPTIONAL DOCUMENTATION	
<input type="checkbox"/> Letter, etc (Additional Back up if applicable)	Sponsor Signature Verification: _____ Date _____ Bookkeeper/Secretary Verification: _____ Date _____

SHARYLAND INDEPENDENT SCHOOL DISTRICT SPONSOR TABULATION OF MONIES FOR DEPOSIT

DATE:

ORGANIZATION:

ACCOUNT NUMBER:

ENTER THE FOLLOWING:
 DATE:
 ORGANIZATION NAME:
 ACCOUNT NUMBER:

CURRENCY / COINS			BUSINESS CHECKS/MONEY ORDER/CASHIER CHECK NO PERSONAL CHECKS ALLOWED		
QUANTITY X	DENOMINATION OF CURRENCY	= TOTAL	NAME OF BUSINESS	CHECK NUMBER	CHECK AMOUNT
	\$100				
	\$50				
	\$20				
	\$10				
	\$5				
	\$2				
	\$1				
	\$1.00				
	\$0.50				
	\$0.25				
	\$0.10				
	\$0.05				
	\$0.01				
TOTAL CURRENCY :			ADDITIONAL CHECKS MAY BE ADDED ON THE CHECK TAB		
TOTAL COINS :			TOTAL CHECKS (ATTACH COPIES):		
TOTAL CURRENCY & COINS			TOTAL CURRENCY + COINS + CHECKS =		

ENTER THE FOLLOWING:
 CURRENCY & COINS
 QUANTITIES

**ENTER
 CURRENCY & COINS
 TOTALS**

ENTER CURRENCY VALUE

ENTER COIN VALUE

**SHOULD NOT
 APPLY**

**ENTER CURRENCY &
 COINS & CHECKS
 COMBINED VALUE**

RECEIPTS COLLECTED FOR WHAT PURPOSE:

ENTER THE FOLLOWING:
 CURRENCY & COINS
 COMBINED VALUE

I HEREBY ACKNOWLEDGE DELIVERY OF FUNDS INTACT:

I HEREBY ACKNOWLEDGE RECEIPT OF FUNDS IN

**ENTER THE DETAIL
 DESCRIPTION FOR THE
 DEPOSIT**

SIGNATURE OF SPONSOR/COLLECTOR

SIGNATURE OF BOOKKEEPER/SECRETARY

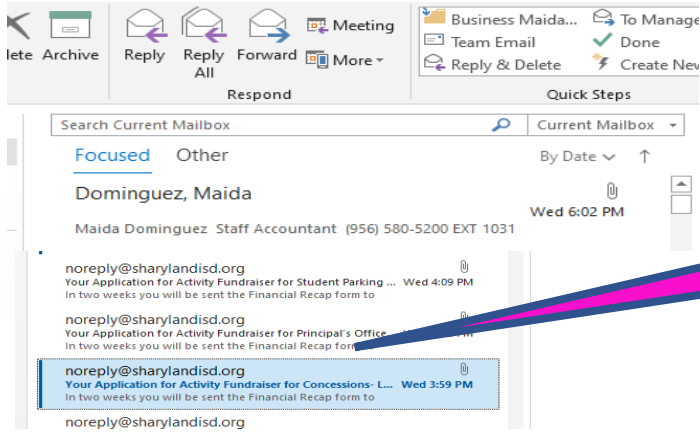
**SIGN AND TAKE TO
 BOOKKEEPER/SECRETARY FOR
 VERIFICATION AND ACCEPTANCE**

**BOOKKEEPER/SECRETARY SIGN AFTER
 VERIFICATION AND AS PROOF OF
 POSSESSION OF FUNDS**

Images of Business Check Fundraiser

Email from : noreply@sharylandisd.org

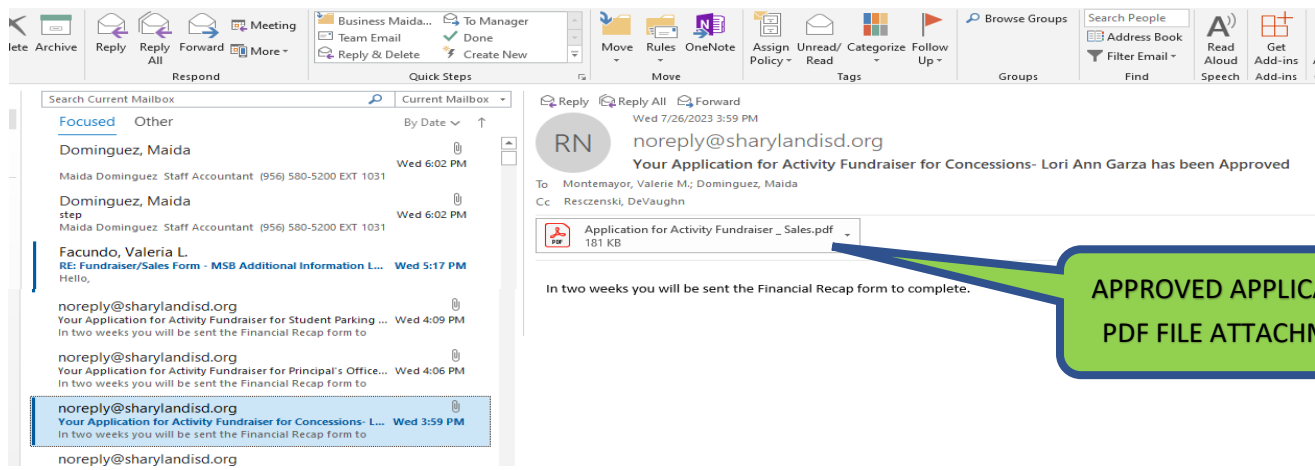
(RETURN to step 3)



EMAIL FROM:
NOREPLY@SHARYLANDISD.ORG

Image of the Attachment PDF for Download (DOWNLOAD & SAVE FOR YOUR RECORDS & DEPOSITS)

(RETURN to step 4)



APPROVED APPLICATION PDF FILE ATTACHMENT

Fundraiser/Sales Application

(DOWNLOAD & SAVE FOR YOUR RECORDS & DEPOSITS DOCUMENTATION)

Laserfiche Fundraiser/Sales Application (Approval Signatures)

(RETURN to step 5)

Application for Activity Fundraiser / Sales

SUBMIT APPLICATION FOR APPROVAL TWO WEEKS BEFORE SALES START DATE

Fundraiser Type*
FOOD

Event Number*
Fundraiser #1 Fundraiser #2 Non-Fundraiser

Is this event JHS/MS Athletics-related?*
 Yes No

Are you using My School Bucks?*
 Yes No

Campus*
Sharyland HS

Organization*
TxPSTA- CTDO Law Enforcement

Activity Acct No*
868.1.00.2191.97.061 0.00.000

Req #

Sponsor*
Nydia K Gonzalez

Club President*
Victoria Ledinger

Beginning Sales Date*
04/04/2023

Ending Sales Date*
05/05/2023

Description of Activity/Product(s)*
Biz Ocampo-Big Katana cookies. Variety of cookies, box of 30 cookies.

Benefit and Purpose*
Fundraiser for scholarships, uniforms, club shirts and CTDO end of year banquet

Location*
Sharyland High School

Vendor Name
Biz Ocampo-Big Katana

Estimated Revenues*
\$ 0.00

Cost Per Item (if applicable)
\$ 2.00

Estimated Expenses*
\$ 1,200.00

Sales Price Per Item (if applicable)
\$ 2.00

Estimated Profit
\$ -1,200.00

Commission % (if applicable)
0.00

SHARYLAND INDEPENDENT SCHOOL DISTRICT

Responsibilities of Activity Fund Sponsors
The purpose for the collecting or raising and expending of funds by student groups is for the direct benefit of the students. Funds are to be used to finance activities that supplement the District's educational program. Fundraising activities will contribute to the educational experience of students and will not conflict with the instructional program. Money raised by student groups and organizations is held by the school as trustee. The faculty sponsor of a student group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from organization accounts.

I hereby acknowledge that I have read the Sharyland Independent School District Activity Fund Accounting Handbook and that I am responsible for complying with it. In particular, I acknowledge that:

- Develop fundraising activities and had them approved in advance by the principal using the designated form.

- I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.
- I will safeguard activities funds until they are deposited with the school principal or designee.
- At the completion of all fundraisers the Sales Summary Report will be completed and submitted to the principal for approval.
- All purchases made on behalf of the student organization will be made by check and approved in advance by the principal and finance administrator using the Skyward Request System.
- All food and beverage fund raiser
 - Must meet the USDA nutritional guidelines
 - Can be sold 30 minutes after the end of the school day (past set) until midnight
 - Is an exempt day but cannot be near the serving area during the meal service
- I will maintain a positive balance in my organization's account at all times.

I understand that I will be held responsible for any student activity funds entrusted to me and that I will reimburse the student organization for any money or property purchased with student activity money which is lost due to my own negligence, theft, or fraud.

I am familiar with the school and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the Sales Tax collection (if any) and cash collections involved. I agree to submit the Financial Recap to the Business Office within 2 weeks after completion of this fundraiser.

Sponsor Signature
Nydia K Gonzalez Date: 04/11/2023

Principal / Athletic Coordinator Signature
Lori Ann Garza Date: 04/11/2023

Final Approver Signature
Darla Aguilar Date: 04/21/2023

Comments:

REQUIRED IN ORDER TO PROCEED WITH FUNDRAISER

- **FOR PAYMENTS COLLECTED IN PERSON**
- Receipts **CAN NOT** be altered, if a mistake is made, it needs to be Voided
- Voided Receipts are to **REMAIN** in the Receipt book with the White/Yellow & Pink originals attached.
- Receipts **ARE NOT** to be pre-written
- Use Stock Board included in the book and place it under the Pink receipt to prevent accidentally copying data onto the following receipts

Sponsor Issued Receipts to Payee
(KEEP RECEIPT BOOK IN SAFE PLACE WHEN FINISHED)

Receipt Sample

RECEIPT DATE _____ Date of Payee Payment No. **123452**

RECEIVED FROM _____ Name of Payee

Deposit Amount Extended Format

FOR RENT _____ Reason for Payment

FOR _____

ACCOUNT Amount owed CASH

PAYMENT Amount paid CHECK FROM _____ TO _____

BAL. DUE Balance due MONEY ORDER BY _____

CREDIT CARD Sponsor Signature _____

Payment Type

DATE MONEY WAS RECEIVED

NAME OF THE STUDENT

DEPOSIT AMOUNT IN NUMERIC FORMAT

Receipt Sample

RECEIPT DATE _____ Date of Payee Payment No. **123453**

RECEIVED FROM _____ Name of Payee

Deposit Amount Extended Format

FOR RENT _____ Reason for Payment

FOR _____

ACCOUNT Amount owed CASH

PAYMENT Amount paid CHECK FROM _____ TO _____

BAL. DUE Balance due MONEY ORDER BY _____

CREDIT CARD Sponsor Signature _____

Payment Type

DEPOSIT AMOUNT IN EXTENDED

FUNDRAISER NAME

SPONSOR SIGNATURE

WHAT WAS COLLECTED CASH OR CHECKS

VOID

NOTE:
When voiding a receipt, Make sure to keep all of the 3 copies together
original, yellow, pink

Receipt Sample

RECEIPT DATE _____ Date of Payee Payment No. **123454**

RECEIVED FROM _____ Name of Payee

Deposit Amount Extended Format

FOR RENT _____ Reason for Payment

FOR _____

ACCOUNT Amount owed CASH

PAYMENT Amount paid CHECK FROM _____ TO _____

BAL. DUE Balance due MONEY ORDER BY _____

CREDIT CARD Sponsor Signature _____

Payment Type

NOTE VOIDED INSTRUCTIONS

SPONSOR DEPOSIT CHECKLIST TO BOOKKEEPER/SECRETARY	
Organization: _____	Account No. _____
REQUIRED DOCUMENTATION FOR EVERY DEPOSIT (THIS IS NOT OPTIONAL)	
<input type="checkbox"/> Deposit Tabulation Distribution Sheet (FOR EVERY DEPOSIT)	
LOCATE THE TYPE OF DEPOSIT YOU ARE MAKING AND SELECT DEPOSIT TYPE REQUIRED DOCUMENTATION PER DEPOSIT TYPE (THIS IS NOT OPTIONAL)	
FOR EVENTS WHERE TICKETS/BRACELETS WILL BE SOLD	FEES/DUES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE
<input type="checkbox"/> FESTIVALS <input type="checkbox"/> CLINICS <input type="checkbox"/> TALENT SHOWS <input type="checkbox"/> GATE ENTRY FEES <input type="checkbox"/> DANCE/PROM <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Completed Ticket/Bracelet Sales Template <input type="checkbox"/> Ticket Stubs (if Tickets used)	<input type="checkbox"/> PARKING FEES <input type="checkbox"/> TESTING FEES <input type="checkbox"/> ID FEES <input type="checkbox"/> CLUB DUES <input type="checkbox"/> AFTER SCHOOL CARE <input type="checkbox"/> CELL PHONE FEES <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment)
BOOKFAIR	PRE-ORDER/ INVENTORY SALES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Daily Cash Register Report	SELECT ONE <input type="checkbox"/> BROCHURE SALES <input type="checkbox"/> DISCOUNT CARDS <input type="checkbox"/> CHOCOLATE BARS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template (ONLY Inventory Sales) <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment) <input type="checkbox"/> Completed Inventory Sales Template
UNUSED TRAVEL MONEY	BUISNESS CHECKS & CASH
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	NO PERSONAL CHECKS (NO EXCEPTIONS!)
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> 2 Copies of Approved Purchase Order <input type="checkbox"/> Original Receipts <input type="checkbox"/> Copy of Original Receipts <input type="checkbox"/> Completed Original Check Reconciliation Template <input type="checkbox"/> Copy of the Check Reconciliation Template (IMPALTE) <input type="checkbox"/> Copy of the Check Reconciliation Template (IMPALTE)	SELECT ONE <input type="checkbox"/> CONCESSIONS <input type="checkbox"/> EXEMPT DAYS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche)
CHANGE BOX FUNDS RETURN (1109)	NO PERSONAL CHECKS (NO EXCEPTIONS!)
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	SELECT ONE
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Copy of Approved Purchase Order <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche)	<input type="checkbox"/> COMMISSION CHECKS <input type="checkbox"/> ATHLETIC/UIL/CHESS TOURNAMENTS <input type="checkbox"/> RENTALS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application (Laserfiche) <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template (NOT FOR Mailed Checks) <input type="checkbox"/> Business Checks (When applicable) <input type="checkbox"/> Check Copies
DONATIONS	OPTIONAL DOCUMENTATION
NO PERSONAL CHECKS (NO EXCEPTIONS!)	Letter, etc (Additional Back up if applicable)
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Original Receipts (For collections over \$5 each payment) <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Business Checks (When applicable) <input type="checkbox"/> Check Copies <input type="checkbox"/> Signed Donation Form <input type="checkbox"/> Copy of Signed Donation Form	Sponsor Signature Verification: _____ Date _____ Bookkeeper/Secretary Verification: _____ Date _____

FIND
BUSINESS CHECKS &
CASH FUNDRAISER
HERE

**SHARYLAND INDEPENDENT SCHOOL DISTRICT
SPONSOR TABULATION OF MONIES FOR DEPOSIT**

DATE: _____
 ORGANIZATION: _____
 ACCOUNT NUMBER: _____

ENTER THE FOLLOWING:
 DATE:
 ORGANIZATION NAME:
 ACCOUNT NUMBER:

CURRENCY / COINS			BUSINESS CHECKS/MONEY ORDER/CASHIER CHECK NO PERSONAL CHECKS ALLOWED		
QUANTITY X	DENOMINATION OF CURRENCY	= TOTAL	NAME OF BUSINESS	CHECK NUMBER	CHECK AMOUNT
	\$100				
	\$50				
	\$20				
	\$10				
	\$5				
	\$2				
	\$1				
	\$1.00				
	\$0.50				
	\$0.25				
	\$0.10				
	\$0.05				
	\$0.01				
TOTAL CURRENCY :			ADDITIONAL CHECKS MAY BE ADDED ON THE CHECK TAB		
TOTAL COINS :			TOTAL CHECKS (ATTACH COPIES):		
TOTAL CURRENCY & COINS			TOTAL CURRENCY + COINS + CHECKS =		

ENTER THE FOLLOWING:
 CURRENCY & COINS
 QUANTITIES

**ENTER
 CURRENCY & COINS
 TOTALS**

**CHECK
 INFORMATON**

**ENTER CHECKS
 VALUE**

ENTER CURRENCY VALUE

ENTER COIN VALUE

**ENTER CURRENCY &
 COINS & CHECKS
 COMBINED VALUE**

RECEIPTS COLLECTED FOR WHAT PURPOSE:

ENTER THE FOLLOWING:
 CURRENCY & COINS
 COMBINED VALUE

I HEREBY ACKNOWLEDGE DELIVERY OF FUNDS INTACT: _____
 I HEREBY ACKNOWLEDGE RECEIPT OF FUNDS: _____
 SIGNATURE OF SPONSOR/COLLECTOR: _____
 SIGNATURE OF BOOKKEEPER/SECRETARY: _____

**ENTER THE DETAIL
 DESCRIPTION FOR THE
 DEPOSIT**

**SIGN AND TAKE TO
 BOOKKEEPER/SECRETARY FOR
 VERIFICATION AND ACCEPTANCE**

**BOOKKEEPER/SECRETARY SIGN AFTER
 VERIFICATION AND AS PROOF OF
 POSSESSION OF FUNDS**

John Smith
 765 Dolor sit Amet APT B5
 Brooklyn, NY, 12345

CHECK N^o 0007
 DATE: Aug. 11, 2019

PAY TO THE ORDER OF: Mary Johnson \$ 715,39
Seven hundred fifteen and ³⁹/₁₀₀ DOLLARS

PAYABLE AT
 ALL LOREM BANK BRANCHES IN USA
 ACCOUNT N^o 001234567

MEMO Monthly rent

J. Smith
 AUTHORIZED SIGNATURE

⑈ 456789012 ⑈ ⑆ 654321098 ⑆ 89098765432109 ⑈

Receipt Tally Template

(RETURN to step 28)

	TOTAL RECEIPTS	RECEIPT #	AMOUNT PER RECEIPT
Total Receipts	\$ -	1	
Total Deposit		2	
Difference	\$ -	3	
		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	
		13	
		14	
		15	
		16	
		17	
		18	
		19	
		20	
		21	
		22	
		23	
		24	
		25	
		26	

ENTER LOWEST RECEIPT NUMBER

ENTER AMOUNT PER RECEIPT

AUTO POPULATE

FOR MULTIPLE RECEIPT BOOKS

SINGLE RECEIPT BOOK
 MULTIPLE RECEIPT BOOKS

(END OF FEES/DUES RETURN TO Summary Page)

SHARYLAND ISD Donation Agreement

School Year: _____

Campus/Dept: _____

**FISCAL YEAR
DONATION IS MADE**

**CAMPUS/
ORGANIZATION NAME**

General equipment or Technology equipment donations require clearance from Maintenance or Technology departments.

Item Donated: _____

Value of Donation: _____

Group or Person Making Donation: _____

Donation Made To: _____

Please select one:

Unconditional Donation
An unconditional donation is one in which the donor has no restrictions on the use of the donation.

Conditional Donation
A conditional donation is one in which the donor has placed restrictions on the use of the donation.

Please State Condition:

Donor Signature _____

Date _____

Principal Signature _____

Date _____

Superintendent/Designee Signature _____

(Superintendent or Designee signature is required if donation value is equal to or over \$1,000)

Date _____

**DESCRIPTION OF
DONATION RECEIVED
CASH/CHECK/IN-KIND**

**VALUE OF THE
DONATION RECEIVED**

**BUSINESS OR PERSON
MAKING DONATION**

SELECT ONE

**NAME OF THE CLUB
ACCEPTING THE DONATION**

**TYPE CONDITIONS IF
APPLICABLE**

**DONOR SIGNATURE &
DATE SIGNED**

**PRINCIPAL SIGNATURE &
DATE APPROVED**

**(IF APPLICABLE)
SUPERINTENDENT
SIGNATURE &
DATE APPROVED**

Forward approved form to Business Office

Revised 8/2012

- **FOR PAYMENTS COLLECTED IN PERSON**
- Receipts **CAN NOT** be altered, if a mistake is made, it needs to be Voided
- Voided Receipts are to **REMAIN** in the Receipt book with the White/Yellow & Pink originals attached.
- Receipts **ARE NOT** to be pre-written
- Use Stock Board included in the book and place it under the Pink receipt to prevent accidentally copying data onto the following receipts

Sponsor Issued Receipts to Payee
(KEEP RECEIPT BOOK IN SAFE PLACE WHEN FINISHED)

Receipt Sample 1: RECEIPT No. 123452. Fields include: Date of Payee Payment, Name of Payee, Deposit Amount, Extended Format, Reason for Payment, Payment Type (CASH, CHECK, MONEY ORDER, CREDIT CARD), and Sponsor Signature.

Receipt Sample 2: RECEIPT No. 123452. Fields include: Date of Payee Payment, Name of Payee, Deposit Amount, Extended Format, Reason for Payment, Payment Type, and Sponsor Signature. A callout points to the 'DEPOSIT AMOUNT IN NUMERIC FORMAT' field.

Receipt Sample 3: RECEIPT No. 123452. Fields include: Date of Payee Payment, Name of Payee, Deposit Amount, Extended Format, Reason for Payment, Payment Type, and Sponsor Signature. A callout points to the 'SPONSOR SIGNATURE' field.

VOID

NOTE: When voiding a receipt, Make sure to keep all of the 3 copies together original, yellow, pink

Receipt Sample 4: RECEIPT No. 123455. Fields include: Date of Payee Payment, Name of Payee, Deposit Amount, Extended Format, Reason for Payment, Payment Type, and Sponsor Signature. A callout points to the 'NOTE VOIDED INSTRUCTIONS' area.

Callouts:

- NAME OF THE STUDENT
- DATE MONEY WAS RECEIVED
- DEPOSIT AMOUNT IN NUMERIC FORMAT
- DONATION MADE FOR WHAT CLUB
- SPONSOR SIGNATURE
- DEPOSIT AMOUNT IN EXTENDED
- WHAT WAS COLLECTED CASH OR CHECKS
- NOTE VOIDED INSTRUCTIONS

SPONSOR DEPOSIT CHECKLIST TO BOOKKEEPER/SECRETARY	
Organization: _____	Account No. _____
REQUIRED DOCUMENTATION FOR EVERY DEPOSIT (THIS IS NOT OPTIONAL)	
<input type="checkbox"/> Deposit Tabulation Distribution Sheet (FOR EVERY DEPOSIT)	
LOCATE THE TYPE OF DEPOSIT YOU ARE MAKING AND SELECT DEPOSIT TYPE REQUIRED DOCUMENTATION PER DEPOSIT TYPE (THIS IS NOT OPTIONAL)	
FOR EVENTS WHERE TICKETS/BRACELETS WILL BE SOLD	FEES/DUES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE
<input type="checkbox"/> FESTIVALS <input type="checkbox"/> CLINICS <input type="checkbox"/> TALENT SHOWS <input type="checkbox"/> GATE ENTRY FEES <input type="checkbox"/> DANCE/PROM <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Completed Ticket/Bracelet Sales Template <input type="checkbox"/> Ticket Stubs <i>(if Tickets used)</i>	<input type="checkbox"/> PARKING FEES <input type="checkbox"/> TESTING FEES <input type="checkbox"/> ID FEES <input type="checkbox"/> CLUB DUES <input type="checkbox"/> AFTER SCHOOL CARE <input type="checkbox"/> CELL PHONE FEES <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment)
BOOKFAIR	PRE-ORDER/ INVENTORY SALES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Daily Cash Register Report	SELECT ONE <input type="checkbox"/> BROCHURE SALES <input type="checkbox"/> DISCOUNT CARDS <input type="checkbox"/> CHOCOLATE BARS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template (ONLY Inventory Sales) <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment) <input type="checkbox"/> Completed Inventory Sales Template
UNUNUSED TRAVEL MONEY	BUSINESS CHECKS & CASH
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	NO PERSONAL CHECKS (NO EXCEPTIONS!) SELECT ONE
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> 2 Copies of Approved Purchase Order <input type="checkbox"/> Original Receipts <input type="checkbox"/> Copy of Original Receipts <input type="checkbox"/> Completed Original Check Reconciliation Template <input type="checkbox"/> Copy of the Check Reconciliation Template <div style="margin-left: 20px; color: red;"> → (STUDENT MEAL ALLOWANCE TEMPALTE) → (STUDENT MEAL ALLOWANCE TEMPALTE) </div>	<input type="checkbox"/> COMMISSION CHECKS <input type="checkbox"/> ATHLETIC/UIL/CHESS TOURNAMENTS
FOR FOOD SALES	CHANGE BOX FUNDS RETURN (1109)
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.
SELECT ONE <input type="checkbox"/> CONCESSIONS <input type="checkbox"/> EXEMPT DAYS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i>	<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Copy of Approved Purchase Order <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i>
DONATIONS	DONATIONS
NO PERSONAL CHECKS (NO EXCEPTIONS!)	NO PERSONAL CHECKS (NO EXCEPTIONS!)
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Business Checks <i>(When applicable)</i> <input type="checkbox"/> Check Copies <input type="checkbox"/> Signed Donation Form <input type="checkbox"/> Copy of Signed Donation Form	<input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template (NOT FOR Mailed Checks) <input type="checkbox"/> Business Checks <i>(When applicable)</i> <input type="checkbox"/> Check Copies
OPTIONAL DOCUMENTATION	OPTIONAL DOCUMENTATION
<input type="checkbox"/> Letter, etc <i>(Additional Back up if applicable)</i>	<input type="checkbox"/> Letter, etc <i>(Additional Back up if applicable)</i>
Sponsor Signature Verification: _____ Date _____ Bookkeeper/Secretary Verification: _____ Date _____	



SHARYLAND INDEPENDENT SCHOOL DISTRICT SPONSOR TABULATION OF MONIES FOR DEPOSIT

DATE:

ORGANIZATION:

ACCOUNT NUMBER:

ENTER THE FOLLOWING:
DATE:
ORGANIZATION NAME:
ACCOUNT NUMBER:

CURRENCY / COINS			BUSINESS CHECKS/MONEY ORDER/CASHIER CHECK NO PERSONAL CHECKS ALLOWED		
QUANTITY X	DENOMINATION OF CURRENCY	= TOTAL	NAME OF BUSINESS	CHECK NUMBER	CHECK AMOUNT
	\$100				
	\$50				
	\$20				
	\$10				
	\$5				
	\$2				
	\$1				
	\$1.00				
	\$0.50				
	\$0.25				
	\$0.10				
	\$0.05				
	\$0.01				
TOTAL CURRENCY :		<input style="background-color: yellow;" type="text"/>	ADDITIONAL CHECKS MAY BE ADDED ON THE CHECK TAB		
TOTAL COINS :		<input style="background-color: yellow;" type="text"/>	TOTAL CHECKS (ATTACH COPIES):	<input style="background-color: yellow;" type="text"/>	
TOTAL CURRENCY & COINS		<input style="background-color: yellow;" type="text"/>	TOTAL CURRENCY + COINS + CHECKS =		<input style="background-color: yellow;" type="text"/>

ENTER THE FOLLOWING:
CURRENCY & COINS QUANTITIES

ENTER CURRENCY & COINS TOTALS

CHECK INFORMATION

ENTER CHECKS VALUE

ENTER CURRENCY VALUE

ENTER COIN VALUE

ENTER CURRENCY & COINS & CHECKS COMBINED VALUE

ENTER THE FOLLOWING:
CURRENCY & COINS COMBINED VALUE

ENTER THE DETAIL DESCRIPTION FOR THE DEPOSIT

RECEIPTS COLLECTED FOR WHAT PURPOSE:

I HEREBY ACKNOWLEDGE DELIVERY OF FUNDS INTACT:

I HEREBY ACKNOWLEDGE RECEIPT OF FUNDS INTACT

SIGNATURE OF SPONSOR/COLLECTOR _____

SIGNATURE OF BOOKKEEPER/SECRETARY _____

SIGN AND TAKE TO BOOKKEEPER/SECRETARY FOR VERIFICATION AND ACCEPTANCE

BOOKKEEPER/SECRETARY SIGN AFTER VERIFICATION AND AS PROOF OF POSSESSION OF FUNDS

Checks (Original & Copy)

THE CHEQUE PAPER CONTAINS COLORED MICROPRINTING AND WATERMARK. PROTECTED BY THE LAW OF THE UNITED STATES.

John Smith
765 Dolor sit Amet APT B5
Brooklyn, NY, 12345

CHECK Nº 0007
DATE: Aug. 11, 2019

PAY TO THE ORDER OF: Mary Johnson \$ 715,39
Seven hundred fifteen and ³⁹/₁₀₀ DOLLARS

PAYABLE AT
ALL LOREM BANK BRANCHES IN USA
ACCOUNT Nº 001234567

MEMO Monthly rent

J. Smith
AUTHORIZED SIGNATURE

⑈ 456789012 ⑈ ⑆ 654321098 ⑆ 89098765432109 ⑈

Receipt Tally Template

(RETURN to Step 11)

	TOTAL RECEIPTS	RECEIPT #	AMOUNT PER RECEIPT
Total receipts	\$ -	1	
Total Deposit		2	
Difference	\$ -	3	
		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	
		13	
		14	
		15	
		16	
		17	
		18	
		19	
		20	
		21	
		22	
		23	
		24	
		25	
		26	

ENTER THE TOTAL CASH ON HAND (points to Total receipts)

ENTER LOWEST RECEIPT NUMBER (points to Receipt # 1)

ENTER AMOUNT PER RECEIPT (points to Amount per receipt)

AUTO POPULATE (points to Receipt # 1-15)

FOR MULTIPLE RECEIPT BOOKS (points to Receipt # 17-26)

SINGLE RECEIPT BOOK | MULTIPLE RECEIPT BOOKS (+)

(END OF DONATIONS RETURN TO Summary Page)

Images of Unused Travel Funds

Purchase Order Form (2 Copies)

(RETURN to step 4)

PO DATE
04/09/2023

Invoice to:
SHARYLAND ISD
 Accounts Payable
 1200 N Shary Rd
 Mission, TX 78572-4652
 (956) 580-5200



PAGE 1 OF 1	
PURCHASE ORDER NUMBER	
0012300660	

VENDOR KEY : BARBOROB001
 SHIP DATE : 04/09/2023
 FISCAL YEAR : 2022-2023
 ENTERED BY : BARBOROB000
 ORIGINAL REQ # : 0000207524

PRINTED 04/26/2023

VENDOR:
 BARBOSA JR, ROBERTO
 EMPLOYEE
 TRANSPORTATION DEPT.
 MISSION, TX 78572

SHIP TO:
 SHARYLAND I.S.D.
 1243 E BUSINESS 83 BLDG C
 MISSION, TX 78572-4652

ATTN: ROBERTO BARBOSA

Contract Nbr: TRAVEL TRAVEL

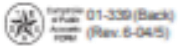
QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
10	Each	SIGNED OFFICER MEETING MINUTES, & TRAVEL PAPERWORK ATTACHED BPA 2023 NATIONAL LEADERSHIP CONFERENCE IN ANAHEIM, CALIFORNIA FROM APRIL 25, 2023 TO APRIL 30, 2023 AT THE AMOUNT OF \$100.00 PER STUDENT/SPONSOR FOR 8 STUDENTS AND 2 SPONSORS. INCIDENTALS FOR TEAM MEALS, TIPS, MISCELLANEOUS EMERGENCY FUNDS, HOSPITALITY ITEMS, PARKING FEES, TAXI, SHIPPING FEES, ETC. FROM OUR BPA STUDENT ACTIVITY FUND ACCOUNT SUMMARY (FOR INTERNAL USE) ACCOUNT NUMBER ACCOUNT AMOUNT 865 L 00 2191 13 001 0 00 000 1,000.00 PURCHASE ORDERS VALID FOR 90 DAYS. NO BACK ORDERS.	100.00000	1,000.00

PAGE TOTAL	1,000.00
TOTAL	1,000.00

Federal, State, and Local Taxes are not applicable to public school purchases
 Terms and Conditions - www.sharylandisd.org under Purchasing Dept.
 Fed Id # 74-6001743

PURCHASE APPROVED BY:


 Director of Finance



SPONSOR MUST FILL IT OUT

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency SHARYLAND ISD	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser	Title	Date
-----------	-------	------

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
 Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.

SHARYLAND INDEPENDENT SCHOOL DISTRICT

Student Meal Allowance



Event: _____

Date: _____

Check No.: _____

Sponsor: _____

I certify that the above expenses are true and correct and any advance greater than the expense incurred will be returned to the district.

ID No.	Student Name	Meal Allowance Amount	Signature	Date



SPONSOR DEPOSIT CHECKLIST	
TO BOOKKEEPER/SECRETARY	
Organization: _____	Account No. _____
REQUIRED DOCUMENTATION FOR EVERY DEPOSIT (THIS IS NOT OPTIONAL)	
<input type="checkbox"/> Deposit Tabulation Distribution Sheet (FOR EVERY DEPOSIT)	
LOCATE THE TYPE OF DEPOSIT YOU ARE MAKING AND SELECT DEPOSIT TYPE REQUIRED DOCUMENTATION PER DEPOSIT TYPE (THIS IS NOT OPTIONAL)	
FOR EVENTS WHERE TICKETS/BRACELETS WILL BE SOLD	FEES/DUES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.
SELECT ONE <input type="checkbox"/> FESTIVALS <input type="checkbox"/> CLINICS <input type="checkbox"/> TALENT SHOWS <input type="checkbox"/> GATE ENTRY FEES <input type="checkbox"/> DANCE/PROM <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Completed Ticket/Bracelet Sales Template <input type="checkbox"/> Ticket Stubs <i>(if Tickets used)</i>	SELECT ONE <input type="checkbox"/> PARKING FEES <input type="checkbox"/> TESTING FEES <input type="checkbox"/> ID FEES <input type="checkbox"/> CLUB DUES <input type="checkbox"/> AFTER SCHOOL CARE <input type="checkbox"/> CELL PHONE FEES <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> _____ Yellow Carbonless Copy <input type="checkbox"/> Completed _____ <input type="checkbox"/> Daily Collections Report _____
BOOKFAIR	FAN SHIRTS
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Daily Cash Register Report	<input type="checkbox"/> BROCHURE SALES <input type="checkbox"/> DISCOUNT CARDS <input type="checkbox"/> CHOCOLATE BARS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> _____ Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <i>(ONLY Inventory Sales)</i> <input type="checkbox"/> Daily Collections Report <i>(ONLY \$5 or less per payment)</i> <input type="checkbox"/> Completed Inventory Sales Template
UNUSED TRAVEL MONEY	GOURMET POPCORN
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> 2 Copies of Approved Purchase Order <input type="checkbox"/> Original Receipts <input type="checkbox"/> Copy of Original Receipts <input type="checkbox"/> Completed Original Check Reconciliation Template (STUDENT MEAL ALLOWANCE TEMPALTE) <input type="checkbox"/> Copy of the Check Recondiation Template (STUDENT MEAL ALLOWANCE TEMPALTE)	<input type="checkbox"/> FAN SHIRTS <input type="checkbox"/> CANDLES <input type="checkbox"/> GOURMET POPCORN <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> _____ Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <i>(NOT FOR Mailed Checks)</i> <input type="checkbox"/> Business Checks <i>(When applicable)</i> <input type="checkbox"/> Check Copies
FOR FOOD SALES	BUSINESS CHECKS & CASH
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	NO PERSONAL CHECKS (NO EXCEPTIONS!)
SELECT ONE <input type="checkbox"/> CONCESSIONS <input type="checkbox"/> EXEMPT DAYS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i>	SELECT ONE <input type="checkbox"/> COMMISSION CHECKS <input type="checkbox"/> ATHLETIC/UII/CHESS TOURNAMENTS <input type="checkbox"/> RENTALS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> _____ Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <i>(NOT FOR Mailed Checks)</i> <input type="checkbox"/> Business Checks <i>(When applicable)</i> <input type="checkbox"/> Check Copies
CHANGE BOX FUNDS RETURN (1109)	DONATIONS
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	NO PERSONAL CHECKS (NO EXCEPTIONS!)
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Copy of Approved Purchase Order <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i>	<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> _____ Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Business Checks <i>(When applicable)</i> <input type="checkbox"/> Check Copies <input type="checkbox"/> Signed Donation Form <input type="checkbox"/> Copy of Signed Donation Form
OPTIONAL DOCUMENTATION	
<input type="checkbox"/> Letter, etc <i>(Additional Back up if applicable)</i>	
Sponsor Signature Verification: _____ Date _____ Bookkeeper/Secretary Verification: _____ Date _____	

**FIND
UNUSED TRAVEL FUNDS
HERE**

SHARYLAND INDEPENDENT SCHOOL DISTRICT Check Reconciliation



Date	Check#	Payee	Reason	Check Amount
			Student meals	
ALL RECEIPTS MUST ACCOMPANY THIS FORM AND BE TURNED IN TO THE BUSINESS OFFICE UPON RETURN OF EVENT			Total:	\$ -
			Less: Receipts (detailed below)	\$ -
			Less: Deposits (return monies)	
			Variance Amount	\$ -
			Variance Explanation:	

Attach receipts to the back of the form.

Date	Payee	Receipt Amount
	Total receipts	\$ -

**SHARYLAND INDEPENDENT SCHOOL DISTRICT
SPONSOR TABULATION OF MONIES FOR DEPOSIT**

DATE: _____
 ORGANIZATION: _____
 ACCOUNT NUMBER: _____

ENTER THE FOLLOWING:
 DATE:
 ORGANIZATION NAME:
 ACCOUNT NUMBER:

CURRENCY / COINS			BUSINESS CHECKS/MONEY ORDER/CASHIER CHECK NO PERSONAL CHECKS ALLOWED		
QUANTITY X	DENOMINATION OF CURRENCY	= TOTAL	NAME OF BUSINESS	CHECK NUMBER	CHECK AMOUNT
	\$100				
	\$50				
	\$20				
	\$10				
	\$5				
	\$2				
	\$1				
	\$1.00				
	\$0.50				
	\$0.25				
	\$0.10				
	\$0.05				
	\$0.01				
TOTAL CURRENCY :			ADDITIONAL CHECKS MAY BE ADDED ON THE CHECK TAB		
TOTAL COINS :			TOTAL CHECKS (ATTACH COPIES):		
TOTAL CURRENCY & COINS			TOTAL CURRENCY + COINS + CHECKS =		

ENTER THE FOLLOWING:
 CURRENCY & COINS
 QUANTITIES

**ENTER
 CURRENCY & COINS
 TOTALS**

ENTER CURRENCY VALUE

ENTER COIN VALUE

**SHOULD NOT
 APPLY**

**ENTER CURRENCY &
 COINS & CHECKS
 COMBINED VALUE**

ENTER THE FOLLOWING:
 CURRENCY & COINS
 COMBINED VALUE

**ENTER THE DETAIL
 DESCRIPTION FOR THE
 DEPOSIT**

RECEIPTS COLLECTED FOR WHAT PURPOSE:

I HEREBY ACKNOWLEDGE DELIVERY OF FUNDS INTACT:

I HEREBY ACKNOWLEDGE RECEIPT OF FUNDS IN

SIGNATURE OF SPONSOR/COLLECTOR

SIGNATURE OF BOOKKEEPER/SECRETARY

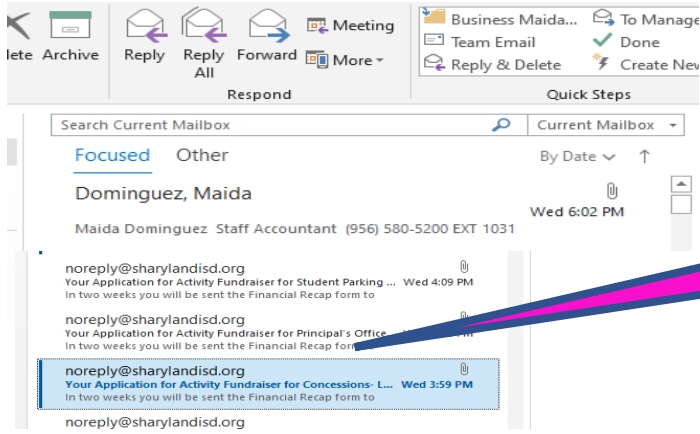
**SIGN AND TAKE TO
 BOOKKEEPER/SECRETARY FOR
 VERIFICATION AND ACCEPTANCE**

**BOOKKEEPER/SECRETARY SIGN AFTER
 VERIFICATION AND AS PROOF OF
 POSSESSION OF FUNDS**

Images of Change Box Funds

Email from : noreply@sharylandisd.org

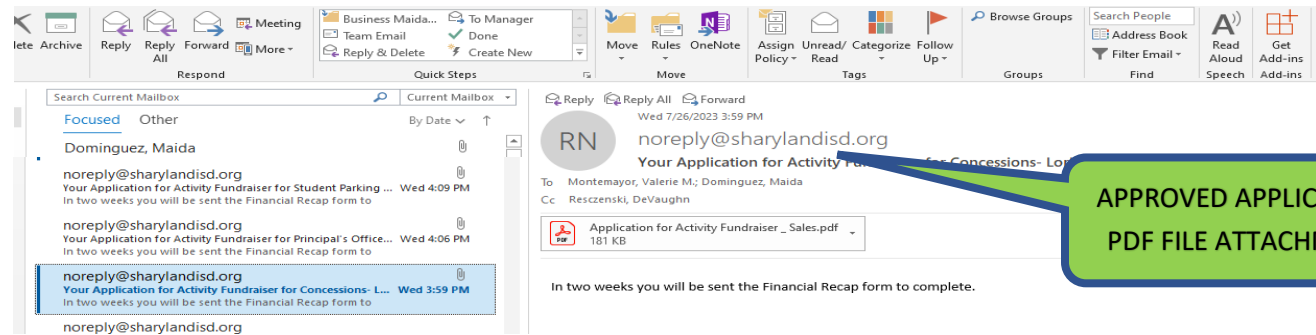
(RETURN to step 2)



EMAIL FROM:
NOREPLY@SHARYLANDISD.ORG

Image of the Attachment PDF for Download (DOWNLOAD & SAVE FOR YOUR RECORDS & DEPOSITS)

(RETURN to step 3)



**APPROVED APPLICATION
PDF FILE ATTACHMENT**

Fundraiser/Sales Application

(DOWNLOAD & SAVE FOR YOUR RECORDS & DEPOSITS DOCUMENTATION)

Laserfiche Fundraiser/Sales Application (Approval Signatures)

(RETURN to step 4)

Application for Activity Fundraiser / Sales

SUBMIT APPLICATION FOR APPROVAL TWO WEEKS BEFORE SALES START DATE

Fundraiser Type*
FOOO

Event Number*
 Fundraiser #1 Fundraiser #2 Non-Fundraiser

Are you using My School Bucks?*
 Yes No

Campus*
Sharyland HS

Activity Acct No*
864.1.00.2191.97.001.0.00.000

Sponsor*
Nydia K Gonzalez

Beginning Sales Date*
04/04/2023

Description of Activity/Product(s)*
Biz Ocampo-Big Katana cookies. Variety of cookies, box of 30 cookies.

Benefit and Purpose*
Fundraiser for scholarships, uniforms, club shirts and CTSD end of year banquet.

Location*
Sharyland High School

Estimated Revenues*
\$ 0.00

Estimated Expenses*
\$ 1,200.00

Estimated Profit
\$ -1,200.00

Organization*
TxPSTA- CTSD Law Enforcement

Req#

Club President*
Victoria Lesteinger

Ending Sales Date*
05/05/2023

Vendor Name
Biz Ocampo-Big Katana

Cost Per Item (if applicable)
\$ 2.00

Sales Price Per Item (if applicable)
\$ 2.00

Commission % (if applicable)
0.00

SHARYLAND INDEPENDENT SCHOOL DISTRICT

Responsibilities of Activity Fund Sponsors
The purpose for the collecting or raising and expending of funds by student groups is for the direct benefit of the students. Funds are to be used to finance activities that supplement the District's educational program. Fundraising activities will contribute to the educational experience of students and will not conflict with the instructional program. Money raised by student groups and organizations is held by the school as trustee. The faculty sponsor of a student group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from organization accounts.

I hereby acknowledge that I have read the Sharyland Independent School District Activity Fund Accounting Handbook and that I am responsible for complying with it. In particular, I acknowledge that:

- Develop fundraising activities and had them approved in advance by the principal using the designated form.

- I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.
- I will safeguard activities funds until they are deposited with the school principal or designee.
- At the completion of all fundraisers the Sales Summary Report will be completed and submitted to the principal for approval.
- All purchases made on behalf of the student organization will be made by check and approved in advance by the principal and finance administrator using the Skyward Requestion System.
- All food and beverage fund raiser
 - Must meet the USDA nutritional guidelines
 - Can be sold 30 minutes after the end of the school day (not set) until midnight
 - Is an exempt day out cannot be near the serving area during the meal service
- I will maintain a positive balance in my organization's account at all times.

I understand that I will be held responsible for any student activity funds entrusted to me and that I will reimburse the student organization for any money or property purchased with student activity funds which is lost due to my own negligence, theft, or fraud.

I am familiar with the school and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the Sales Tax collection (if any) and cash collections involved. I agree to submit the Financial Recap to the Business Office within 2 weeks after completion of this fundraiser.

Sponsor Signature
Nydia K Gonzalez
Date: 04/11/2023

Principal / Athletic Coordinator Signature
Doris Ann Garcia
Date: 04/11/2023

Final Approver Signature
Dorinda Alvarez
Date: 04/11/2023

Comments:

**REQUIRED IN ORDER
TO PROCEED WITH
FUNDRAISER**

PO DATE
04/09/2023

Invoice to:
SHARYLAND ISD
 Accounts Payable
 1200 N Shary Rd
 Mission, TX 78572-4652
 (956) 580-5200



PURCHASE ORDER NUMBER
0012300660

VENDOR KEY : BARBOROB001
 SHIP DATE : 04/09/2023
 FISCAL YEAR : 2022-2023
 ENTERED BY : BARBOROB000
 ORIGINAL REQ # : 0000207524

PRINTED 04/26/2023

VENDOR:
 BARBOSA JR, ROBERTO
 EMPLOYEE
 TRANSPORTATION DEPT.
 MISSION, TX 78572

SHIP TO:
 SHARYLAND I.S.D.
 1243 E BUSINESS 83 BLDG C
 MISSION, TX 78572-4652

ATTN: ROBERTO BARBOSA

Contract Nbr: TRAVEL TRAVEL

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
10	Each	SIGNED OFFICER MEETING MINUTES, & TRAVEL PAPERWORK ATTACHED BPA 2023 NATIONAL LEADERSHIP CONFERENCE IN ANAHEIM, CALIFORNIA FROM APRIL 25, 2023 TO APRIL 30, 2023 AT THE AMOUNT OF \$100.00 PER STUDENT/SPONSOR FOR 8 STUDENTS AND 2 SPONSORS. INCIDENTALS FOR TEAM MEALS, TIPS, MISCELLANEOUS EMERGENCY FUNDS, HOSPITALITY ITEMS, PARKING FEES, TAXI, SHIPPING FEES, ETC. FROM OUR BPA STUDENT ACTIVITY FUND ACCOUNT SUMMARY (FOR INTERNAL USE) ACCOUNT NUMBER ACCOUNT AMOUNT 865 L 00 2191 13 001 0 00 000 1,000.00 PURCHASE ORDERS VALID FOR 90 DAYS. NO BACK ORDERS.	100.00000	1,000.00
			PAGE TOTAL	1,000.00
			TOTAL	1,000.00

Federal, State, and Local Taxes are not applicable to public school purchases
 Terms and Conditions - www.sharylandisd.org under Purchasing Dept.
 Fed Id # 74-6001743

PURCHASE APPROVED BY:


 Director of Finance

SPONSOR DEPOSIT CHECKLIST TO BOOKKEEPER/SECRETARY	
Organization: _____	Account No. _____
REQUIRED DOCUMENTATION FOR EVERY DEPOSIT (THIS IS NOT OPTIONAL)	
<input type="checkbox"/> Deposit Tabulation Distribution Sheet (FOR EVERY DEPOSIT)	
LOCATE THE TYPE OF DEPOSIT YOU ARE MAKING AND SELECT DEPOSIT TYPE REQUIRED DOCUMENTATION PER DEPOSIT TYPE (THIS IS NOT OPTIONAL)	
FOR EVENTS WHERE TICKETS/BRACELETS WILL BE SOLD	FEES/DUES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC. SELECT ONE
<input type="checkbox"/> FESTIVALS <input type="checkbox"/> CLINICS <input type="checkbox"/> TALENT SHOWS <input type="checkbox"/> GATE ENTRY FEES <input type="checkbox"/> DANCE/PROM <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Completed Ticket/Bracelet Sales Template <input type="checkbox"/> Ticket Stubs <i>(if Tickets used)</i>	<input type="checkbox"/> PARKING FEES <input type="checkbox"/> TESTING FEES <input type="checkbox"/> ID FEES <input type="checkbox"/> CLUB DUES <input type="checkbox"/> AFTER SCHOOL CARE <input type="checkbox"/> CELL PHONE FEES <input type="checkbox"/> OTHER _____ <input type="checkbox"/> CURRENCY/COINS <input type="checkbox"/> CAMP FEES (NON-PROFIT) <input type="checkbox"/> DUAL ENROLLMENT FEES <input type="checkbox"/> LOST TEXTBOOK FEES <input type="checkbox"/> LOST LIBRARY BOOK FEES <input type="checkbox"/> LIBRARY LATE FEES <input type="checkbox"/> CLUB REGISTRATION FEES <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment)
BOOKFAIR	PRE-ORDER/ INVENTORY SALES
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Daily Cash Register Report	SELECT ONE <input type="checkbox"/> BROCHURE SALES <input type="checkbox"/> DISCOUNT CARDS <input type="checkbox"/> CHOCOLATE BARS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> FAN SHIRTS <input type="checkbox"/> CANDLES <input type="checkbox"/> GOURMET POPCORN <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template (ONLY Inventory Sales) <input type="checkbox"/> Daily Collections Report (ONLY \$5 or less per payment)
UNUNUSED TRAVEL MONEY	NO PERSONAL CHECKS (NO EXCEPTIONS!)
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> 2 Copies of Approved Purchase Order <input type="checkbox"/> Original Receipts <input type="checkbox"/> Copy of Original Receipts <input type="checkbox"/> Completed Original Check Reconciliation Template <div style="margin-left: 20px;"> <input type="checkbox"/> (STUDENT MEAL ALLOWANCE TEMPALTE) <input type="checkbox"/> Copy of the Check Reconciliation Template <div style="margin-left: 20px;"> <input type="checkbox"/> (STUDENT MEAL ALLOWANCE TEMPALTE) </div> </div>	SELECT ONE <input type="checkbox"/> CONCESSIONS <input type="checkbox"/> EXEMPT DAYS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i>
FOR FOOD SALES	CHANGE BOX FUNDS RETURN (1109)
ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.
<input type="checkbox"/> CONCESSIONS <input type="checkbox"/> EXEMPT DAYS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i>	<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Copy of Approved Purchase Order <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i>
DONATIONS	ATHLETIC/OIL/CHESS TOURNAMENTS
NO PERSONAL CHECKS (NO EXCEPTIONS!)	ONLY CASH/NO CHECKS/NO MONEY ORDERS/ETC.
<input type="checkbox"/> Currency/Coins <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template <input type="checkbox"/> Business Checks <i>(When applicable)</i> <input type="checkbox"/> Check Copies <input type="checkbox"/> Signed Donation Form <input type="checkbox"/> Copy of Signed Donation Form	<input type="checkbox"/> RENTALS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Currency/Coins <input type="checkbox"/> Approved Fundraiser/Sales Application <i>(Laserfiche)</i> <input type="checkbox"/> Original Receipts <i>(For collections over \$5 each payment)</i> <input type="checkbox"/> Yellow Carbonless Copy <input type="checkbox"/> Completed Receipt Tally Template (NOT FOR Mailed Checks) <input type="checkbox"/> Business Checks <i>(When applicable)</i> <input type="checkbox"/> Check Copies
OPTIONAL DOCUMENTATION	<div style="border: 2px solid green; padding: 5px; color: white; font-weight: bold; width: fit-content; margin: 0 auto;"> FIND CHANGE BOX FUNDS HERE </div>
<input type="checkbox"/> Letter, etc <i>(Additional Back up if applicable)</i>	Sponsor Signature Verification: _____ Date _____ Bookkeeper/Secretary Verification: _____ Date _____

**SHARYLAND INDEPENDENT SCHOOL DISTRICT
SPONSOR TABULATION OF MONIES FOR DEPOSIT**

DATE:

ORGANIZATION:

ACCOUNT NUMBER:

ENTER THE FOLLOWING:
DATE:
ORGANIZATION NAME:
ACCOUNT NUMBER:

CURRENCY / COINS			BUSINESS CHECKS/MONEY ORDER/CASHIER CHECK NO PERSONAL CHECKS ALLOWED		
QUANTITY X	DENOMINATION OF CURRENCY	= TOTAL	NAME OF BUSINESS	CHECK NUMBER	CHECK AMOUNT
	\$100				
	\$50				
	\$20				
	\$10				
	\$5				
	\$2				
	\$1				
	\$1.00				
	\$0.50				
	\$0.25				
	\$0.10				
	\$0.05				
	\$0.01				
TOTAL CURRENCY :		<input type="text"/>	ADDITIONAL CHECKS MAY BE ADDED ON THE CHECK TAB		
TOTAL COINS :		<input type="text"/>	TOTAL CHECKS (ATTACH COPIES):	<input type="text"/>	
TOTAL CURRENCY & COINS		<input type="text"/>	TOTAL CURRENCY + COINS + CHECKS =	<input type="text"/>	

ENTER THE FOLLOWING:
CURRENCY & COINS
QUANTITIES

**ENTER
CURRENCY & COINS
TOTALS**

ENTER CURRENCY VALUE

ENTER COIN VALUE

**SHOULD NOT
APPLY**

**ENTER CURRENCY &
COINS & CHECKS
COMBINED VALUE**

RECEIPTS COLLECTED FOR WHAT PURPOSE:

ENTER THE FOLLOWING:
CURRENCY & COINS
COMBINED VALUE

I HEREBY ACKNOWLEDGE DELIVERY OF FUNDS INTACT: _____

I HEREBY ACKNOWLEDGE RECEIPT OF FUNDS INTACT: _____

**ENTER THE DETAIL
DESCRIPTION FOR THE
DEPOSIT**

SIGNATURE OF SPONSOR/COLLECTOR: _____

**SIGN AND TAKE TO
BOOKKEEPER/SECRETARY FOR
VERIFICATION AND ACCEPTANCE**

BOOKKEEPER/SECRETARY: _____

**BOOKKEEPER/SECRETARY SIGN AFTER
VERIFICATION AND AS PROOF OF
POSSESSION OF FUNDS**

(END OF CHANGE BOX FUNDS RETURN TO Summary Page)