

HOUSTON INDEPENDENT SCHOOL DISTRICT
MONEY RAISING ACTIVITY REPORT

PERMISSION REQUEST

NAME OF SCHOOL _____

Permission is requested to conduct the following money-raising school-wide school sponsored group activity: _____

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

The following activity fund account(s) will receive the net proceeds: _____

DATE: Beginning _____ and Ending _____

TIME OF DAY (if applicable): 1st performance _____ 2nd performance _____

This is the 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____ 7th _____ money raising activity for this semester that I have requested. (Fill in appropriate information. School-wide School-sponsored group)-raising activity,

I, _____, have requested permission to conduct a money

and I will be responsible for the preparation of the OPERATING REPORT shown on the back side of this page, I will be responsible for the accountability of all monies collected at the conclusion of the money-raising activity, and I will turn in all records* to the principal or finance clerk.

Date

Sponsor/Person Requesting Permission

APPROVED: _____
Area Superintendent or Representative

Principal

Date: _____

Date: _____

*See accounting Procedures manual, Student Activity Funds, Section 10.