

Northwest ISD

FUNDRAISING/SALES APPLICATION AND FINANCIAL RECAP

Sale: ☐ Vendor ☐ District

Name of School _____

Name of School Sponsored Group _____

Is this a bonafide student group, with elected officers, that conducts regular business meetings?

☐ Yes ☐ No

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

Specific activity sub account to receive net proceeds _____

Description of Product(s) _____

Vendor Name _____ Phone _____

Vendor Address _____

Sale Date: Beginning _____ Ending _____

Check One: () Commission () Pay Tax () Tax-Free Day () Not Taxable

- ☐ Taxes will be collected by the district and reported/remitted to the Texas Comptroller.
- ☐ Taxes will be collected by the district and remitted to the vendor. The vendor will be responsible for reporting/remittance to the Texas Comptroller.
- ☐ Tax-free sale. Each school district, each school, and each bona fide chapter of each school is allowed to have two, one-day tax-free sales each **calendar** year (January 1 – December 31).

I request permission to conduct a fundraising activity, and I will be responsible for the preparation of the Financial Recap shown at the bottom of this page. I will be responsible for the accountability of all monies collected at the conclusion of the fundraising activity and I will turn in all records to the principal or finance clerk.

Sponsor's Signature/Date

Principal's Approval/Date

FINANCIAL RECAP

A. Total Collections/Cash Receipts \$ _____

B. Total Expenses (merchandise, sales tax, prizes, etc) \$ _____

C. Net Income (A minus B) \$ _____

Status of Remaining Inventory _____

Sponsor's Signature/Date

Bookkeeper/Office Manager Verification/Date

NOTE: The Financial Recap portion must be completed within ten days of the last day of the fundraiser. The Financial Recap does not apply to commission fundraisers.