

JONESBORO PUBLIC SCHOOLS
ACTIVITY FUNDS HANDBOOK
2018-19

Revised 6/18/18

Club/Organization Purposes/Policies & Fund Raising Activities:

For the purposes of this policy, “activity funds” is defined as those funds whose sources of revenue are from:

- the sales of tickets to athletic contests or other school-sponsored activities;
 - the sale of food, except that which is sold in the lunchroom;
 - the sale of soft drinks, school supplies, and books; and
 - fees charged by clubs and organizations.
-
1. Each activity must have a school employee to serve as its sponsor. The sponsor will be in charge of the organization at all times and will be held responsible for all activities sponsored by the organization. Some clubs/organizations are supported or sponsored by outside agencies, but the control of these lies entirely within the jurisdiction of the school.
 2. Each organization should have a copy of their constitution/policies on file in the school principal’s office so that the purpose and goals of the organization are of easy reference for audit and independent review by interested patrons. (The activity accounts are subject to annual audit by the school district’s auditors.)
 3. Each sponsor needs to sign a statement that they have read the handbook and will comply with school policies. The activity funds handbook is available on the JPS website under the Staff tab.
 4. Every organization that expects to raise funds during the next school year is required to submit to the principal’s office an *Activity Budget Worksheet* by September 1 of the school year. The *Activity Budget Worksheet* will have attached to it the *Planned Fund Raising Activities* sheets for the year. (See examples on pages 2-4)
 5. All *Activity Budget Worksheets* with attached *Planned Fund Raising Activity* sheets must be reviewed and approved by the office of the principal before the commencement of the fund raising activities. All fund raising projects must conform to the policies of the Jonesboro School District.
 6. All sponsors have the obligation of keeping up with the cash balance on hand for their respective club/organization. Each sponsor should keep in touch with the school secretary regarding the balance of the organization’s money. It is strongly discouraged for a club to operate with negative funds throughout the year.

Activity Detail Report

School: Hurricane High School

Date: 9/1/17

Activity: FBLA

Purpose of the Activity: The FBLA fund account is used to account for the receipts and disbursements for FBLA.

What revenues or funds are deposited into this activity?

1. Receipts from students for their FBLA membership dues.
 2. Receipts from candybar sales.
 3. _____
 4. _____
- (Attach another sheet if space does not permit.)

What expenditures are made from this activity?

1. The cost of the student FBLA membership dues.
 2. The cost of candy bars.
 3. The cost of iPads.
 4. _____
- (Attach another sheet if space does not permit.)

Sponsor Signature: Sally Sponson

Activity Budget Worksheet

School Name: Hurricane High School			
Organization: FBLA			
School Year: 2017-2018			
Beginning Balance 7/1/17			\$0.00
Revenue from Fundraisers:			
1	Candybar Sales	\$2,000.00	
2			
3			
4			
5			
Total Revenue from Fundraisers			\$2,000.00
Other Revenue Sources:			
1	Membership Dues collected	\$1,000.00	
2			
3			
4			
5			
Total Other Revenue Sources:			\$1,000.00
Total Revenue from all Sources:			\$3,000.00
Beginning 7/1/17 Balance & Anticipated Revenue:			\$3,000.00
Expenditures for Fundraisers:			
1	Cost of Candy Bars	\$1,500.00	
2	Purchase of iPads	\$500.00	
3			
4			
5			
Total Expenditures for Fundraisers:			\$2,000.00
Other Expenditures			
1	Membership Dues (Portion to send to State/National Office)	\$1,000.00	
2			
3			
4			
5			
Total Other Expenditures:			\$1,000.00
Total Expenditures:			\$3,000.00
Projected Ending Balance 6/30/18			\$0.00

Submitted by: Sally Sponson
Sponsor

Paula President
Club President

Approved by: Paul Principal
School Principal

8-10-17
Date

Planned Fund Raising Activity Sheet

School Name: Hurricane High School

Club or Organization: FBLA

Fundraising Activity: Candybar Sales

1. Describe the fundraising activity:
All members will be selling candybars. Candybars will be purchased from Delicious Candy Co. in Snickersville, OK. Candybars will be sold at \$1.00 each. We estimate that we can sell 2,000 candybars based on last year's candybar fundraiser.

2. Tentative date and time for the activity: September 17, 2017 thru September 21, 2018

3. Place for the activity: Selling to the general public

4. What will the funds that are generated by this fundraiser be spent for?
Seventy-five percent of the funds raised from the sale of the candybars would be used to purchase new iPads for the Business Department at the high school. The remaining twenty-five percent of the funds raised will be donated.

5. Will any commercial interests of groups or individuals be promoted in this project? No

6. Will this project involve our student selling to the general public by going door to door?
No

7. Will this project involve any gambling or other games of chance? No

8. Total amount to be donated: \$125.00

Paula President

8-10-17

Signature of Club President

Date

Sally Sponsor

8-10-17

Signature of Sponsor

Date

FUNDRAISER HAS APPROVAL BY:

Paul Principal

8-10-17

Signature of School Principal

Date

Cash Receipts Procedures:

Each sponsor or individual responsible for collecting money should complete the necessary documentation of funds. The importance of proper documentation of funds cannot be over-emphasized. This is the proof by an individual receiving monies that the money was received, recorded, and deposited in the activity fund.

1. A receipt book should be purchased by each sponsor of a club/organization. The cash receipt book should be prenumbered, issued in numerical sequences, and receipts should be in **triplicate**. (See example on page 7)
2. A cash receipt entry should be prepared any time that money is received by the club/organization, i.e. membership dues, donations, fundraisers, etc. Because of the responsibility of accepting monies taken by the sponsor/treasurer, this is your documentation of the monies received. The original should be given to the individual paying the money. The yellow copy should be attached to a *Deposit Summary Sheet*. The pink copy should remain in the receipt book. At the end of each day, the sponsor should complete a *Deposit Summary Sheet*, attach the yellow receipt tickets for the day, and take the monies collected to the office of the principal. The *Deposit Summary Sheet*, receipt tickets, and cash should all be for the same amount. The school secretary will count the money in the presence of the individual handing over the money, sign the *Deposit Summary Worksheet*, make a copy for the club/organization, and issue a receipt for the money turned in to her. The sponsor should attach the receipt to the copy of the *Deposit Summary Sheet* and file it with the club/organization's financial records. (See example on page 8)
3. In the case of bookstore sales, office sale of supplies, or any case in which there are transactions that involve the sale of multiple items on a daily basis, it would be difficult to document the numerous receipts of money and items sold using the receipt book method. Therefore, a *Daily Log of Sales Report* should be completed to serve this purpose. This report would need to be done on a daily basis as items are sold. At the end of each day, a *Daily Log of Sales Report*, *Deposit Summary Sheet*, and the cash collected should be turned in together to the office of the principal. The *Daily Sales Report*, *Deposit Summary Sheet*, and cash should all balance and be for the same amount. The office secretary should count the money in the presence of the individuals handing over the money, sign the *Deposit Summary Sheet* and make a copy for the club's records. She should also give the individual handing over the money a receipt for the money received. The sponsor should attach the receipt ticket to her copy of the *Deposit Summary Sheet* and keep it on file as a part of the club/organization's financial records. (See examples on page 9-10)
4. If an organization/club is raising funds by sponsoring an event such as a school dance, (an instance when issuing receipts or completing a daily log of sales report for monies taken in would not be practical/feasible) they should issue prenumbered tickets to attendees. Entry to the event should be restricted to a location where authorized ticket takers are stationed. The tickets should be punched or torn to prevent reuse. A reconciliation of the tickets sold to the cash collected should be done on a *Ticket Sheet*. The money collected along with the *Ticket Sheet* should be turned in to the office.

If it is not possible to turn the money in the day of the event, the money should be deposited in an overnight bank depository. The money should be counted. A *Ticket Sheet* and a deposit slip should be completed for the cash count. The counted money and completed deposit slip should be put in a bank bag (preferably locked) and dropped in a night depository at the financial institution with whom the school's activity account is located, so that the money can be deposited by the bank in the morning. The next day, if it is not a weekend, the sponsor should pick up the bank bag and take the deposit slip and *Ticket Sheet* to the office of the principal. The secretary will make a note on the *Ticket Sheet* that the money was taken to the night depository and deposited. She will then make a copy of the *Ticket Sheet* for the sponsor. The sponsor should file the *Ticket Sheet* with the club/organization's financial records (See example on page 11).

5. Collection of money from students of \$5.01 or more must be receipted. Collection of money from students of \$5.00 or less must use the *Student Collection Form*. Turn in the money, completed *Student Collection Form*, and *Deposit Summary Sheet* to the office of the Principal. The school secretary will count the money in the presence of the individual handing over the money, sign the *Deposit Summary Sheet*, make a copy for the club/organization, and issue a receipt for the money turned in to her. The sponsor should attach the receipt to the copy of the *Deposit Summary Sheet* and file it with the club/organization's financial records (See examples on pages 13-14).
6. Faculty and staff shall turn in daily to the principal's office all activity funds collected in their classroom. No cash or checks are to be left in any classroom overnight. Funds should be deposited daily.
7. Donations – School donations should be mailed directly to: Jonesboro Public Schools, Attn: Business Office, 2506 Southwest Square, Jonesboro, AR 72401.
8. Acceptance of Checks –All checks issued to the school should contain adequate information before they are accepted. Adequate information includes:
 - Name, address, and at least one phone number of the issuer are required. Driver's license number is also recommended.
 - Only printed checks are accepted. Counter or "Starter" checks will not be accepted.
 - Must have a current date (no post-dated checks).
 - A two-party check should never be accepted.
 - The long-hand written amount is the legal amount of the check.
 - The check must be signed by the issuer.
 - The check must be stamped with the proper endorsement before being deposited.

SUMMARY OF DOCUMENTATION TO BE PREPARED BY SPONSOR:

<u>Transaction:</u>	<u>Documentation Required:</u>
A. Receipts of money that are handled through a receipt book by the sponsor (The majority of cash receipts fall into this category)	<i>Deposit Summary Sheet</i> Batched receipt book receipts
B. A sponsored event such as a dance	<i>Ticket Sheet</i>
C. Bookstore sales, school store, library sales (Sale of multiple items on a daily basis)	<i>Deposit Summary Sheet</i> <i>Daily Log of Sales Sheet</i>
D. Collection of money from students \$5.00 or less	<i>Student Collection Form</i> <i>Deposit Summary Sheet</i>

RECEIPT		No. 123125
DATE	9-5-17	
FROM	Suzie Q	\$ 10.00
DOLLARS		
<input type="radio"/> FOR RENT <input checked="" type="radio"/> FOR <u>Beta Club Membership Dues</u>		
ACCT.		<input checked="" type="radio"/> CASH
PAID	10 00	<input type="radio"/> CHECK
DUE		<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD
FROM		Suzie Q
BY		Sally Spensor
		A-1182 T-4181

RECEIPT		No. 123126
DATE	9-5-17	
FROM	Walter Gooddard	\$ 25.00
DOLLARS		
<input type="radio"/> FOR RENT <input checked="" type="radio"/> FOR <u>Donation to Beta Club</u>		
ACCT.		<input type="radio"/> CASH
PAID	25 00	<input checked="" type="radio"/> CHECK
DUE		<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD
FROM		# 1632 Walter Gooddard
BY		Sally Spensor
		A-1182 T-4181

RECEIPT		No. 123127
DATE	9-5-17	
FROM	Felicia Fun	\$ 40.00
DOLLARS		
<input type="radio"/> FOR RENT <input checked="" type="radio"/> FOR <u>Beta Club trip to Memphis</u>		
ACCT.		<input type="radio"/> CASH
PAID	40 00	<input checked="" type="radio"/> CHECK
DUE		<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD
FROM		# 2236 Felicia Fun
BY		Sally Spensor
		A-1182 T-4181

Batch Deposited 9-5-17 \$ 75.00

Deposit Summary Sheet

School Name: Mac Annie

Deposit for: Beta Club Account

Teacher: Sally Sponsor

Date Turned In: 9-5-17

CURRENCY

\$ 1.00 X _____ = \$ _____

\$ 5.00 X _____ = \$ _____

\$10.00 X 1 = \$ 10.00

\$20.00 X _____ = \$ _____

COINS

1¢ X _____ = \$ _____

5¢ X _____ = \$ _____

10¢ X _____ = \$ _____

25¢ X _____ = \$ _____

Amount of Checks \$ 65.00

Good deed \$25.00
Fun \$40.00

Total Deposit \$ 75.00

\$65.00

Office will verify the above amount is accurate:

Sally Sponsor
Treasurer or Sponsor Signature

Date: 9-5-17

Shelly Secretary
School Secretary or Principal Signature

Date: 9-5-17

Daily Log of Sales

Date: 9-5-17

Log for: Bookstore - Macannie
Jr. High

Teacher: Beatrice Booker

<u>Item</u>	<u>Quantity</u>	<u>Item Price</u>	<u>Total Price</u>
1. <u>Pencils</u>	<u>20</u>	<u>5¢</u>	<u>1.00</u>
2. <u>Pkg. of Notebook Paper</u>	<u>4</u>	<u>75¢</u>	<u>4.50</u>
3. <u>Erasers</u>	<u>15</u>	<u>15¢</u>	<u>.75</u>
4. <u>Stickers (Pkg)</u>	<u>9</u>	<u>50¢</u>	<u>4.50</u>
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Total Amount of Deposit \$ 10.75

(Attach sheet of paper if needed)

**Attach this to the Deposit summary sheet, along with money collected and turn into the office. Make a copy of this sheet and the Deposit summary sheet for your records and attach the receipt issued by the office for it.

Beatrice Booker
Signature of person collecting money

9-5-17
Date

Deposit Summary Sheet

School Name: Mac Annie

Deposit for: Bookstore Account

Teacher: Beatrice Booker

Date Turned In: 9-5-17

CURRENCY

\$ 1.00 X 3 = \$ 3.00

\$ 5.00 X 1 = \$ 5.00

\$10.00 X _____ = \$ _____

\$20.00 X _____ = \$ _____

COINS

1¢ X 5 = \$.05

5¢ X 10 = \$.50

10¢ X 7 = \$.70

25¢ X 6 = \$ 1.50

Amount of Checks \$ -0-

Total Deposit \$ 10.75

Office will verify the above amount is accurate:

Beatrice Booker Date: 9-5-17
Treasurer or Sponsor Signature

Shelly Secretary Date: 9-5-17
School Secretary or Principal Signature

TICKET SHEET

School Name: MacAnnie

Name of Activity: Cheerleaders

Date of Activity: Dance 9-8-17

Tickets:

265 thru 532 = 268 Total Tickets Sold x \$ 3 = \$ 804.00

_____ thru _____ = _____ Total Tickets Sold x \$ _____ = \$ _____

_____ thru _____ = _____ Total Tickets Sold x \$ _____ = \$ _____

_____ thru _____ = _____ Total Tickets Sold x \$ _____ = \$ _____

Total Ticket Sales: _____ \$ _____

Coins: \$1.00 x _____ = \$ _____

.50 x _____ = \$ _____

.25 x 16 = \$ 4.00

.10 x 60 = \$ 6.00

.05 x 21 = \$ 1.05

.01 x 95 = \$.95

Total Coins \$ 12.00

Currency: \$100.00 x _____ = \$ _____

50.00 x _____ = \$ _____

20.00 x _____ = \$ _____

10.00 x 10 = \$ 100.00

5.00 x 121 = \$ 605.00

1.00 x 87 = \$ 87.00

Total Currency \$ 792.00

Checks: Total Number _____

Total Amount of Checks \$ _____

(List check number, name and amount of checks on the back of this sheet.)

SUBTOTAL (Sales & Startup Money): \$ 804.00

Less Startup Money: \$ _____

Total Sales: \$ 804.00

Signature of ticket seller: Lara Spanson

Signature of preparer of tickets/start up money: Shelly Secretary

Principal: Peter Principal

Student Collection Form

School : MacAnnie

	<u>Student Name</u>	<u>Amount</u>
1	Jack Frost	\$ 5.00
2	Peter Pan	\$ 5.00
3	Roger Rabbit	\$ 5.00
4	Kris Kringle	\$ 5.00
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		

Total Collected \$ 20.00

Sammy Sponsor
Sponsor Signature

9-8-17
Date

Deposit Summary Sheet

School Name: Mac-Annie

Deposit for: Art Club Account

Teacher: Sammy Sponsor

Date Turned In: 9-8-17

CURRENCY

\$ 1.00 X _____ = \$ _____

\$ 5.00 X 4 = \$ 20⁰⁰

\$10.00 X _____ = \$ _____

\$20.00 X _____ = \$ _____

COINS

1¢ X _____ = \$ _____

5¢ X _____ = \$ _____

10¢ X _____ = \$ _____

25¢ X _____ = \$ _____

Amount of Checks \$ -0-

Total Deposit \$ 20⁰⁰

Office will verify the above amount is accurate:

Sammy Sponsor
Treasurer or Sponsor Signature

Date: 9-8-17

Shelly Secretary
School Secretary or Principal Signature

Date: 9-8-17

Purchasing Procedures:

1. Expenditures for activity funds should only be for activities that relate to the purpose of the club/organization. Activity Funds cannot be used to purchase gifts.

2. A purchase order should be obtained prior to a purchase.

3. When a purchase is \$5,001.00 - \$19,999.99, the sponsor should:
 - A. Obtain 3 price quotes on the item. (See price quote worksheet on page 26)
 - B. Complete a requisition and attach quotes.

4. When a purchase exceeds \$20,000.00, the purchase requires formal bid. See JPS policy 7.5-Purchase of Commodities.

5. When individual students, whole classes, or clubs attend plays, museums, zoo, etc., it is recommended that any admission fees be deposited. A requisition, an invoice, and Ok to Pay Slip should be completed and sent to the finance office two weeks prior to the trip, so that a check can be processed prior to the trip.

6. Any school employee who is hired for extra work (cafeteria worker for special occasions, custodian for extra clean-up or open-up, maintenance worker for fix-up, etc.) must be paid through the regular payroll system and have deductions withheld. Time cards must state activity fund that is applicable. Employees must be paid their regular hourly rate. They must also be paid through the district payroll system in order to be covered by workman's compensation in the event of any accident. Employees cannot be paid from cash on hand.

7. Payments to a nonemployee or business for services must be processed through the Finance Office. The sponsor must give the individual/business a *Form W-9, request for taxpayer identification number and certification*, to complete. A completed W9 must be turned into Finance before a requisition can be processed. A purchase order should be obtained prior to the service. It is the sponsor's responsibility to make sure that an invoice and an Ok to Pay form has been completed as soon as possible and sent to the secretary so that a check can be

processed by the Finance Office in a timely manner. (See examples on pages 16-17)

Some examples of services that would fall under this category would be:

1. D.J. for dance
2. Speakers
3. Entertainers
4. Cleaning Services
5. Painters

**Request for Taxpayer
 Identification Number and Certification**

Give Form to the
 requester. Do not
 send to the IRS.

Name (as shown on your income tax return)
Leonard Livewire

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required):
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
9871 Disco Drive

City, state, and ZIP code
Maryberry, NC 38116

List account number(s) (optional)

Requester's name and address (optional)

Print or type
 See Specific Instructions on page 2.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

4	2	9	-	9	9	-	9	9	9	9
---	---	---	---	---	---	---	---	---	---	---

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number

--	--	--	--	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ **Leonard Livewire** Date ▶ **10/10/10**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

JONESBORO PUBLIC SCHOOLS

DATE: 10-12-17

TO: FINANCE OFFICE

FROM: Mac Annie SCHOOL Peter Principal PRINCIPAL

WE ARE APPROVING PAYMENT FOR THE FOLLOWING:

NAME OF SUPPLIER: Leonard Livewire

PURCHASE ORDER#: 18000000

INVOICE NUMBER: 4167 AMOUNT 750.⁰⁰

THIS PURCHASE ORDER IS COMPLETE
 THIS PURCHASE ORDER IS NOT COMPLETE

FORM COMPLETED BY: Peter Principal
(SIGNATURE)

PLEASE ATTACH ANY PACKING SLIPS OR FREIGHT TICKETS

FORMS

Activity Detail Report

School: _____

Date: _____

Activity: _____

Purpose of the Activity: _____

What revenues or funds are deposited into this activity?

1. _____
2. _____
3. _____
4. _____

(Attach another sheet if space does not permit.)

What expenditures are made from this activity?

1. _____
2. _____
3. _____
4. _____

(Attach another sheet if space does not permit.)

Sponsor Signature: _____

Principal Signature: _____

Planned Fund Raising Activity Sheet

School Name: _____

Club or Organization: _____

Fundraising Activity: _____

1. Describe the fundraising activity:

2. Tentative date and time for the activity: _____

3. Place for the activity: _____

4. What will the funds that are generated by this fundraiser be spent for?

5. Will any commercial interests of groups or individuals be promoted in this project? _____

6. Will this project involve our student selling to the general public by going door to door?

7. Will this project involve any gambling or other games of chance? _____

Signature of Club President

Date

Signature of Sponsor

Date

FUNDRAISER HAS APPROVAL BY:

Signature of School Principal

Date

Deposit Summary Sheet

School Name: _____

Deposit for: _____ Account

Teacher: _____

Date Turned In: _____

CURRENCY

\$ 1.00 X _____ = \$ _____

\$ 5.00 X _____ = \$ _____

\$10.00 X _____ = \$ _____

\$20.00 X _____ = \$ _____

COINS

1 ¢ X _____ = \$ _____

5 ¢ X _____ = \$ _____

10 ¢ X _____ = \$ _____

25 ¢ X _____ = \$ _____

Amount of Checks \$ _____

Total Deposit \$ _____

Office will verify the above amount is accurate:

Treasurer or Sponsor Signature Date: _____

School Secretary or Principal Signature Date: _____

Daily Log of Sales

Date: _____

Log for: _____

Teacher: _____

<u>Item</u>	<u>Quantity</u>	<u>Item Price</u>	<u>Total Price</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____

Total Amount of Deposit \$ _____

(Attach sheet of paper if needed)

****Attach this to the Deposit summary sheet, along with money collected and turn into the office. Make a copy of this sheet and the Deposit summary sheet for your records and attach the receipt issued by the office for it.**

Signature of person collecting money

Date

TICKET SHEET

School Name: _____

Name of Activity: _____

Date of Activity: _____

Tickets:

_____ thru _____ = _____ Total Tickets Sold x \$ _____ = \$ _____

_____ thru _____ = _____ Total Tickets Sold x \$ _____ = \$ _____

_____ thru _____ = _____ Total Tickets Sold x \$ _____ = \$ _____

_____ thru _____ = _____ Total Tickets Sold x \$ _____ = \$ _____

Total Ticket Sales: _____ \$ _____

Coins: \$1.00 x _____ = \$ _____

.50 x _____ = \$ _____

.25 x _____ = \$ _____

.10 x _____ = \$ _____

.05 x _____ = \$ _____

.01 x _____ = \$ _____

Total Coins \$ _____

Currency: \$100.00 x _____ = \$ _____

50.00 x _____ = \$ _____

20.00 x _____ = \$ _____

10.00 x _____ = \$ _____

5.00 x _____ = \$ _____

1.00 x _____ = \$ _____

Total Currency \$ _____

Checks: Total Number _____

Total Amount of Checks \$ _____

(List check number, name and amount of checks on the back of this sheet.)

SUBTOTAL (Sales & Startup Money): \$ _____

Less Startup Money: \$ _____

Total Sales: \$ _____

Signature of ticket seller: _____

Signature of preparer of tickets/start up money: _____

Principal: _____

Student Collection Form

School _____

	<u>Student Name</u>	<u>Amount</u>
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		

Total Collected \$ _____

Sponsor Signature **Date**



**Jonesboro Public Schools
Requisition
Price Quote Worksheet**

Note: Total purchase (not per item but total of the entire purchase) equal to or exceeding \$20,000 follow Arkansas Code Annotated 6-21-304(a). See bottom of page.

This worksheet should be completed and attached to a requisition before it is sent to the Finance Office for approval of purchases \$5001.00 to \$19,999.99 not subject to Arkansas Code Annotated 6-21-304(a).

Purchases fall into the following categories:

\$0.01 to \$5,000.99

\$5,001.00 to \$19,999.99

Requisitioner's Signature

Date

The above categories are per item, not per purchase order. Follow the instructions below for each category.

Note: by signing this form, one is indicating that an honest attempt has been made in obtaining the price quotes listed below.

\$0.01 to \$5,000.99

Purchases in this category may be made without obtaining price quotes. Complete the requisition as usual.

\$5,001.00 to \$19,999.99

Purchases in this category require at least three price quotes, which may be obtained over the phone. Record the price quotes below and attach this form to the requisition.

Item Description _____

Vendor	Address	Price
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$20,000.00 and above (Arkansas Code Annotated 6-21-304(a))

Purchases in this category require formal bids. To purchase items in this category, refer to the JPS Board Policy 7.5 – Purchases of Commodities or contact Finance Office.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																				
or																					
Employer identification number	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/ir9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

JONESBORO PUBLIC SCHOOLS

DATE: _____

TO: FINANCE OFFICE

FROM: _____ SCHOOL _____ PRINCIPAL

WE ARE APPROVING PAYMENT FOR THE FOLLOWING:

NAME OF SUPPLIER: _____

PURCHASE ORDER#: _____

INVOICE NUMBER: _____ AMOUNT _____

_____ *THIS PURCHASE ORDER IS COMPLETE*

_____ *THIS PURCHASE ORDER IS NOT COMPLETE*

FORM COMPLETED BY: _____

(SIGNATURE)

PLEASE ATTACH ANY PACKING SLIPS OR FREIGHT TICKETS