

Campus Name

Booster Club Funds
Collection of Money/Fundraiser Request Form

Principal Approval Required

Account Name/Fund.Org.PD _____

Sponsor Name _____

Activity Name _____

Approved Vendor Name _____

Activity/Item Description _____

Amount To Be Collected (per item/per person) _____

How will funds be used? _____

Begin Date: _____

End Date: _____

If End Date must be extended, please attach approval email from Principal

Sales Tax: ☐ Tax-Exempt Sale
Non-Tangible Items
Ex. Dues, Fees
Ticket Sales, Concessions
Fundraisers where Percentage of the
Proceeds are Received

☐ Sales Tax Collected
Tangible Items
Ex. T-Shirts, Uniforms
Equipment, Supplies
(Sales Tax Must be Accounted for on Cash Receipt)

Sponsor Must Complete Before Collection

Estimation of amount to be collected	
LESS:	
Estimated cost of items sold	
Estimated sales related costs (advertising, prizes, etc.)	
Sales Tax, if applicable	
Estimated Net Profit/Loss	

Sponsor Signature Date

Principal Signature Date

Sponsor Must Complete After Collection

Total Actual Collections	
LESS:	
Actual cost of items sold	
Actual sales related costs (advertising, prizes, etc.)	
Sales Tax, if applicable	
Actual Net Profit/Loss	

Sponsor Signature Date

Principal Signature Date



EXAMPLE

Arlington ES (XXX)

461 Campus Activity Funds

Campus Name

Collection of Money/Fundraiser Request Form

Principal Approval Required

Account Name/Fund.Org.PD 5th Grade - 461.XXX.G5

Sponsor Name Kelly Lyons

Activity Name 5th Grade T-shirts

Approved Vendor Name Got Spirit

Activity/Item Description Grade Level Tshirts

Amount To Be Collected (per item/per person) \$15.00 per shirt

Purpose and Distribution of Funds Collected Grade level classroom supplies, EOY awards, classroom incentives

Begin Date: 08/14/2025

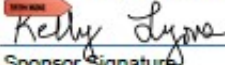
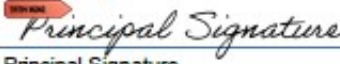
End Date: 12/20/2025

If End Date must be extended, please attach approval email from Principal

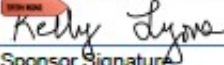
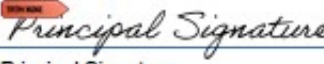
Sales Tax: ☐ Tax-Exempt Sale
Non-Tangible Items
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Fundraisers where Percentage of the
Proceeds are Received

☒ Sales Tax Collected
Tangible Items
Ex. T-Shirts, Uniforms
Equipment, Supplies
(Sales Tax Must be Accounted for on Cash Receipt)

Sponsor Must Complete Before Collection

Estimation of amount to be collected	<u>660.00</u>
Sponsor expects to sell 44 shirts at \$15 each	
LESS:	
Estimated cost of items sold	<u>275.00</u>
Vendor charges \$6.25 for each shirt.	
Estimated sales related costs (advertising, prizes, etc.)	<u> </u>
Sales Tax, if applicable	<u>50.30</u>
Sales tax must be collected on tangible items	
Estimated Net Profit	<u>334.70</u>
 Sponsor Signature	<u>7/25/2025</u> Date
 Principal Signature	<u>7/26/2025</u> Date

Sponsor Must Complete After Collection

Total Actual Collections	<u>750.00</u>
Sponsors actual sales are 50 t-shirts @ \$15	
LESS:	
Actual cost of items sold	<u>312.50</u>
Vendor charges \$6.25 for each shirt.	
Actual sales related costs (advertising, prizes, etc.)	<u> </u>
Sales Tax, if applicable	<u>57.16</u>
Sales tax must be collected on tangible items	
Actual Net Profit	<u>380.34</u>
 Sponsor Signature	<u>12/25/2025</u> Date
 Principal Signature	<u>12/29/2025</u> Date