

Fundraising Recap Form

Due to Accounting Department within 4 weeks of ending sale.

Project Number: _____ **Date Approved:** _____

Purpose of Fundraiser:

Total Deposits: _____

Quantity of Inventory Received: _____
(each item)

Less Total Cost of Sale: _____
Include copy of invoice

Less Inventory Sold: _____

Net Profit: _____

***Less Inventory Giveaway:** _____

****Inventory Remaining:** _____

Explanation for Inventory Giveaway MUST be attached.

****Explanation for disbursement for any remaining inventory MUST be attached.****

1. Sponsor's Signature

Date

2. Athletic Director's Signature (if Athletics)

Date

3. Principal's Signature

Date