

LAKOTA LOCAL SCHOOLS

PROCEDURES FOR CONDUCTING FUND RAISING PROJECTS

1. Request fund raiser packet from building secretary.
2. Due 30 days prior to date of sale:

Request for Scheduling of Activity
Request for Approval of Fund Raiser Activity (triplicate)
3. After receiving approval, fill out a requisition with estimated amount of purchases. Attach copy of contract from salesman. Please make a note if order is to be called in or should be mailed.
4. Receive parent permission from students participating in fund raiser.
5. Prepare receipts from daily deposits.

Section 9.38 of the Ohio Revised Code requires deposit of
all money received within 24 hours

6. When invoice is received, advisor should give OK for payment and forward to the Treasurer's office for payment.
7. Summary of sales to be filled out with total receipts – total expenditures = net profits. This should be forwarded to the Treasurer's office for filing.

We will **not** do business with fund raising companies which demand payment at the time of placing an order. We will make payment only after goods are received and the invoice has been approved for payment by activity sponsor and then submitted thru the procedure above.