

## Fundraiser Process

### Complete Fundraiser Request Form

(available here: <http://www.dexterdemons.org/site/Default.aspx?PageID=1186>)

Principal Approves or Disapproves

Activity Director Approves or Disapproves



### Submit Requisition Form to Secretary (estimate cost)

Request W9 if a new Vendor

PO will be processed



### Deposit Funds Received Immediately

Have students turn in funds as they sell rather than turning it in at end of fundraiser

Submit deposits to Secretary as money is received



### Submit Invoice from Vendor for Payment

Check will be processed and mailed to Vendor