

Advertisements/Personal Pages

Reconciliation- Form 19: Ad Sales

Payment Options

- WebStore
- Check/Money Order
- Cash (High schools-Business office)

Sales Documentation

- List of advertisements and personal pages by sell price and size
- Football program

Sales Reconciliation

- Fundraising application with financial recap section completed.
- Clubs account ledger printout with the deposits and expenses circled.
- List of the advertisements and personal pages sold referencing the page number in the football program and the amount paid.
(Must account for all items purchase or donated)

* Any problems with the fundraising activity notify the principal and the internal auditor.

* Updates on the fundraising requirements posted on Staff net- Financial Services- Fundraising reconciliation forms.

Updated 7/31/18