

Enter School Name

TEMPORARY CHANGE FUNDS

The top portion of this form is to be completed, signed, and dated by the fundraiser sponsor and then submitted to the principal for approval. The secretary/bookkeeper retains this form. After the fundraiser when the funds are turned in, the bottom portion of this form is completed. The secretary/bookkeeper counts the money and enters amount of money returned. Then the secretary/bookkeeper and the fundraiser sponsor sign and date the form agreeing to the amount of money returned.

Date	
Name/Vendor	
Amount	
Name of Fundraiser	
Dates of Fundraiser	
Comments	
Fundraiser Account Number	
Check Number	

Fundraiser Sponsor Date

Principal Date

FOR USE AFTER THE FUNDRAISER

AMOUNT RETURNED

Secretary/Bookkeeper Date

Fundraiser Sponsor Date