

## Fundraiser Process

**Complete Fundraiser Request Form**  
@ [www.SuccessFund.com](http://www.SuccessFund.com)

Principal Approves or Disapproves

Activity Director Approves or Disapproves



**Submit Requisition Form to Secretary (estimated cost of fundraiser)**

Request W9 if a new Vendor

PO will be processed



**Deposit Funds Received by cash or check 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