

# Pre-Approval for Collection of Monies

## Must be completed before fees will be collected

Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Activity/Item Description: (Where going, times, what for) -

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Classes Effect: course # and Name, (ie art foundations (A9999))

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Amount: \_\_\_\_\_ Account: \_\_\_\_\_

Dates Collecting: \_\_\_\_\_ to \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Is this a required item? Yes No

Have you check to see if this taxable? Yes No (Check with Financial Secretary)

What is the actual cost of the item/activity?

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Is this item over \$999.99? Yes No If yes, must include bid sheet.

Attach a copy of any necessary documentation (ie flier sent home with students, bid sheet, etc).

Approved by \_\_\_\_\_ (Principal over department)