

JONESBORO PUBLIC SCHOOLS
ACTIVITY FUNDS HANDBOOK

Revised 9/3/24

Activity Handbook Summary

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Club/Organization Purpose and Requirements:

For the purposes of this policy, “activity funds” is defined as those funds whose sources of revenue are from:

- the sales of tickets to athletic contests or other school-sponsored activities;
- the sale of food, except that which is sold in the lunchroom;
- the sale of soft drinks, school supplies, and books; and
- fees charged by clubs and organizations.

The source and purpose of the activity fund determines the allowable expenditures.

1. To open an Activity Account, complete *Activity Account Detail Report and Activity Budget Worksheet*, then submit reports to Building Principal for approval. (report examples on pages 3-4 and blank forms on pages 15-16)
2. To collect money for existing activity accounts, complete *Activity Account Detail Report and Activity Budget Worksheet*, then submit both reports to Building Principal for approval. (report examples on pages 3-4 and blank forms on pages 15-16)
3. Basic Requirements for an Activity Account:
 - a. Each activity must have a school employee to serve as its sponsor. The sponsor will be in charge of the organization at all times and will be held responsible for all activities sponsored by the organization. Some clubs/organizations are supported or sponsored by outside agencies, but the control of these lies entirely within the jurisdiction of the school.
 - b. Each organization should have a copy of their constitution/policies on file in the school principal’s office so that the purpose and goals of the organization are of easy reference for audit and independent review by interested patrons. (The activity accounts are subject to annual audit by the school district’s auditors.)
 - c. Each sponsor will sign a statement that they have read the handbook and will comply with school policies. The Activity Funds Handbook is available on the JPS website under the Staff tab.
 - d. All sponsors have the obligation of keeping up with the cash balance for their respective club/organization. Each sponsor should keep in touch with the school secretary regarding the balance of the organization’s money. A club/organization will not be allowed to operate with a negative cash balance.

Activity Account Detail Report

_____ New Activity Account

_____ Existing Activity Account

Account #: _____

School: Hurricane High School

Date: 8/13/2024

Activity: FBLA

Purpose of the Activity: Funds raised from the sale of candybars would be used to purchase new iPads for the Business Department at the high school. Pay FBLA membership dues.

What revenues or funds are deposited into this activity?

1. Receipts from students for their FBLA membership dues.
2. Receipts from candy bar sales.
3. _____
4. _____

(Attach another sheet if space does not permit.)

What expenditures are made from this activity?

1. The cost of the student FBLA membership dues.
2. The cost of candy bars.
3. The cost of iPads.
4. _____

(Attach another sheet if space does not permit.)

Sponsor Signature: Sally Sponson Date: 8-10-2024

Principal Signature: Peter Principal Date: 8-10-2024

Activity Budget Worksheet

	School Name: <u>Hurricane High School</u>		
	Organization: <u>FBLA</u>		
	School Year: <u>2024-2025</u>		
	Beginning Balance 7/1/24		\$0.00
	Revenue from collection of money:		
1	Candybar Sales	\$2,000.00	
2	Membership Dues	\$1,000.00	
3			
4			
5			
	Total Revenue from money collected		\$3,000.00
	Beginning 7/1/24 Balance & Anticipated Revenue:		\$3,000.00
	Expenditures:		
1	Cost of Candy Bars	\$1,500.00	
2	Purchase of iPads	\$500.00	
3	Membership Dues (Portion to send to State/National Office)	\$1,000.00	
4			
5			
	Total Expenditures:		\$3,000.00
	Projected Ending Balance 6/30/25		\$0.00

1. Describe the fundraising activity:

All members will be selling candybars. Candybars will be purchased from Delicious Candy Co. in Snickersville, OK. Candybars will be sold at \$1.00 each. We estimate that we can sell 2,000 candybars based on last year's candybar fundraiser.

Collection of membership dues from students for FBLA.

2. Tentative date and time for the activity: September 17, 2024 thru September 21, 2024.

3. Place for the activity: Selling to the general public. Collection of dues during FBLA meeting.

4. Will any commercial interests of groups or individuals be promoted in this project? No

5. Will this project involve our students selling to the general public by going door to door? No

6. Will this project involve any gambling or other games of chance? No

Submitted by: Sally Sponser
Sponsor

Approved by: Peter Principal
School Principal

Paula President
Club President

8-10-2024
Date

Receipt Procedures for Collection of Money:

Each sponsor or individual responsible for collecting money should complete the necessary documentation of funds. The importance of proper documentation of funds cannot be over-emphasized. This is the proof by an individual receiving monies that the money was received, recorded, and deposited in the activity fund.

1. A receipt book should be purchased by each sponsor of a club/organization. The cash receipt book must be prenumbered, issued in numerical sequences, and receipts should be in **triplicate**. (See example on page 8)
2. A cash receipt entry should be prepared any time that money collected of \$5.01 or more is received by the club/organization, i.e. membership dues, donations, fundraisers, etc. Because of the responsibility of accepting monies taken by the sponsor/treasurer, this is your documentation of the monies received. (Examples of completed receipts on page 8)
 - a. If a receipt needs to be voided, write **VOID** on the receipt. Leave all receipts in the receipt book. Administrator should initial all voided receipts.
 - b. The original receipt (top copy) should be given to the individual paying the money.
 - c. The 2nd copy of the receipt (usually this is the yellow copy) should be attached to a *Deposit Summary Sheet*. (Example page 9 and blank form page 17)
 - d. The 3rd copy of the receipt (this is usually the pink copy) should remain in the receipt book. **Do not remove the 3rd copy of the receipt from the receipt book!**
 - e. At the end of each day, the sponsor should complete a *Deposit Summary Sheet*, attach the 2nd copy of the receipt (usually this is the yellow copy) collected that day, and take the money collected to the office of the principal.
 - f. The *Deposit Summary Sheet*, the copies of receipts, and money collected should all equal the same amount.
 - g. The school secretary will count the money in the presence of the sponsor, sign the *Deposit Summary Worksheet* and make a copy for the sponsor, and issue a receipt to the sponsor for the money turned into the office.
 - h. The sponsor should attach the receipt given by the school secretary to the copy of the *Deposit Summary Sheet* and file it with the club/organization's financial records.
3. If an organization/club is collecting money by sponsoring an event such as a school dance, (an instance when issuing receipts would not be practical/feasible) the sponsor should issue prenumbered tickets to attendees.
 - a. Entry to the event should be restricted to a location where authorized ticket takers are stationed.
 - b. The tickets should be punched or torn to prevent reuse.
 - c. A reconciliation of the tickets sold to the cash collected should be done on a *Ticket Sheet*. (Example on page 10 and blank form on page 18) The money collected along with the completed *Ticket Sheet* should be turned in to the office.
 - d. If it is not possible to turn the money in the day of the event, the money should be deposited in an overnight bank depository. The money should be counted. A *Ticket Sheet* and a deposit slip should be completed for the cash count. The counted money and completed deposit slip should be put in a locked bank bag and dropped in a night depository at the financial

institution with whom the school's activity account is located, so that the money can be deposited by the bank in the morning. The sponsor must turn in the *Ticket Sheet* to the office the following business day.

- e. The next day, if it is not a weekend, the bank bag and deposit slip should be picked up and turned into the office.
 - f. The secretary will make a note on the *Ticket Sheet* that the money was taken to the night depository and deposited. She will then make a copy of the *Ticket Sheet* for the sponsor. The sponsor should file the copy of the *Ticket Sheet* with the club/organization's financial records.
4. Collection of money from students of \$5.01 or more must be receipted. Collection of money from students of \$5.00 or less must use the *Student Collection Form*. (Example on page 11 and blank form on page 19).
- a. Turn in the money and completed *Student Collection Form* to the office of the Principal.
 - b. The school secretary will count the money in the presence of the sponsor, sign the *Student Collection Form* and make a copy for the Sponsor, and issue a receipt for the money turned into the office.
 - c. The sponsor should attach the receipt to the copy of the *Student Collection Form* and file it with the club/organization's financial records.
5. Basic Requirements for Collection of Money:
- a. Faculty and staff shall turn in daily to the principal's office all activity funds collected in their classroom. No cash or checks are to be left in any classroom overnight. Funds should be deposited daily. A written explanation will be required for money not deposited in a timely manner.
 - b. Deposit slips should include the corresponding receipts numbers. The secretary and administrator should sign the deposit slip.
 - c. Donations—School donations should be mailed directly to: Jonesboro Public Schools, Attn: Business Office, 2506 Southwest Square, Jonesboro, AR 72401.
 - d. Acceptance of Checks—All checks issued to the school should contain adequate information before they are accepted. Adequate information includes:
 - Name, address, and at least one phone number of the issuer are required. Driver's license number is also recommended.
 - Only printed checks are accepted. Counter or "Starter" checks will not be accepted.
 - Must have a current date (no post-dated checks).
 - A two-party check should never be accepted.
 - The long-hand written amount is the legal amount of the check.
 - The check must be signed by the issuer.
 - The check must be stamped with the proper endorsement before being deposited.

SUMMARY OF DOCUMENTATION TO BE PREPARED BY SPONSOR:

<u>Transaction:</u>	<u>Documentation Required:</u>
A. Receipts of money that are handled through a receipt book by the sponsor (The majority of cash receipts fall into this category)	<i>Deposit Summary Sheet</i> Batched receipt book receipts
B. A sponsored event such as a dance	<i>Ticket Sheet</i>
C. Collection of money from students \$5.00 or less	<i>Student Collection Form</i> <i>Deposit Summary Sheet</i>

JONESBORO PUBLIC SCHOOLS
JONESBORO, AR 72401

CASH RECEIPT Date 9-5-2024 117726

Received From Suzy Q

Address _____

Dollars \$ 10⁰⁰

For Beta Club Membership Dues

ACCOUNT		HOW PAID	
AMT. OF ACCOUNT		CASH	<u>10 00</u>
AMT. PAID	<u>10 00</u>	CHECK	
BALANCE DUE		MONEY ORDER	
		CREDIT CARD	

By Suzy Q
Sally Sponsor

JONESBORO PUBLIC SCHOOLS
JONESBORO, AR 72401

CASH RECEIPT Date 9-5-20-2024 117727

Received From Walter Gooddeed

Address _____

Dollars \$ 25.⁰⁰

For Donation to Beta Club

ACCOUNT		HOW PAID	
AMT. OF ACCOUNT		CASH	
AMT. PAID	<u>25 00</u>	CHECK	<u>25 00</u>
BALANCE DUE		MONEY ORDER	
		CREDIT CARD	

11632
By Walter Gooddeed
Sally Sponsor

JONESBORO PUBLIC SCHOOLS
JONESBORO, AR 72401

CASH RECEIPT Date 9-5-2024 117728

Received From Felecia Fun

Address _____

Dollars \$ 40⁰⁰

For Beta Club trip to Memphis

ACCOUNT		HOW PAID	
AMT. OF ACCOUNT		CASH	
AMT. PAID	<u>40 00</u>	CHECK	<u>40 00</u>
BALANCE DUE		MONEY ORDER	
		CREDIT CARD	

2236
By Felecia Fun
Sally Sponsor

Batch Deposited 9-5-2024
\$ 75.00*

Deposit Summary Sheet

School Name: Mac Annie

Deposit for: Beta Club Account

Teacher: Sally Sponsor

Receipt numbers:

Date Turned In: 9-5-2024

117726-117728

CURRENCY

\$ 1.00 X _____ = \$ _____

\$ 5.00 X _____ = \$ _____

\$10.00 X 1 = \$ 10.00

\$20.00 X _____ = \$ _____

COINS

1¢ X _____ = \$ _____

5¢ X _____ = \$ _____

10¢ X _____ = \$ _____

25¢ X _____ = \$ _____

List checks: Check #/payor and amount

Gooddeed #1005 \$25.00

Fun # 6726 \$40.00

Amount of Checks \$ 65.00

Total Deposit \$ 75.00

Office will verify the above amount is accurate:

Sally Sponsor
Treasurer or Sponsor Signature

Date: 9-5-2024

Shelly Secretary
School Secretary or Principal Signature

Date: 9-5-2024

Ticket Sheet

Date of Activity: 9-8-2024

Name of Activity: MacAnnie Cheerleaders Dance

Tickets:

265 thru 532 = 268 Total Tickets Sold x \$ 3.00 = \$ 804.00

_____ thru _____ = _____ Total Tickets Sold x \$ _____ = \$ _____

_____ thru _____ = _____ Total Tickets Sold x \$ _____ = \$ _____

_____ thru _____ = _____ Total Tickets Sold x \$ _____ = \$ _____

Total Ticket Sales: _____ \$ _____

Coins: \$1.00 x _____ = \$ _____

.50 x _____ = \$ _____

.25 x 16 = \$ 4.00

.10 x 60 = \$ 6.00

.05 x 21 = \$ 1.05

.01 x 95 = \$.95

Total Coins \$ 12.00

Currency: \$100.00 x _____ = \$ _____

50.00 x _____ = \$ _____

20.00 x _____ = \$ _____

10.00 x 10 = \$ 100.00

5.00 x 121 = \$ 605.00

1.00 x 87 = \$ 87.00

Total Currency \$ 792.00

Checks: Total Number _____ Total Amount of Checks \$ 0.
(List check number, name and amount of checks on the back of this sheet.)

SUBTOTAL (Sales & Startup Money): \$ 804.00

Less Startup Money: \$ _____

Total Sales: \$ 804.00

Signature of ticket seller: Sara Sponsor

Signature of preparer of tickets/start up money: Shelly Secretary

Principal: Peter Principal

Student Collection Form

School: Mac Annie, s

Money collected for: Admission fee for trip to the zoo.

	<u>Student Name</u>	<u>Amount</u>	<u>Circle form of Payment</u>
1	<u>Jack Frost</u>	<u>\$ 5.00</u>	<u>Cash</u> or Check
2	<u>Peter Pan</u>	<u>\$ 5.00</u>	<u>Cash</u> or Check
3	<u>Roger Rabbit</u>	<u>\$ 5.00</u>	<u>Cash</u> or Check
4	<u>Kris Kringle</u>	<u>\$ 5.00</u>	<u>Cash</u> or Check
5			Cash or Check
6			Cash or Check
7			Cash or Check
8			Cash or Check
9			Cash or Check
10			Cash or Check
11			Cash or Check
12			Cash or Check
13			Cash or Check
14			Cash or Check
15			Cash or Check
16			Cash or Check
17			Cash or Check
18			Cash or Check
19			Cash or Check
20			Cash or Check
21			Cash or Check
22			Cash or Check
23			Cash or Check
24			Cash or Check
25			Cash or Check
26			Cash or Check
27			Cash or Check
28			Cash or Check
29			Cash or Check
30			Cash or Check

Total Collected \$ 20.00

Sammy Sponson _____ Date 9-8-2024
 Sponsor Signature Date
Peter Principal _____ Date 9-8-2024
 School Secretary or Principal Signature Date

Purchasing Procedures:

1. Expenditures for an activity fund should be for the purpose of the money collected.
Activity Funds cannot be used to purchase gifts.
2. A purchase order must be obtained prior to a purchase.
3. When a purchase is \$10,000.00 - \$25,699.99, the sponsor should:
 - a. Obtain 3 price quotes on the item. (See price quote worksheet on page 20)
 - b. Complete a requisition and attach quotes.
4. When a purchase equals or exceeds \$25,700.00, the purchase requires formal bid.
See JPS policy 7.5-Purchase of Commodities.
5. Any school employee who is hired for extra work (cafeteria worker for special occasions, custodian for extra clean-up or open-up, maintenance worker for fix-up, etc.) must be paid through the regular payroll system and have deductions withheld.
 - a. Superintendent must approve all overtime hours prior to hours being worked for district employees.
 - b. Time cards must state activity fund that is to pay for hours worked.
 - c. Employees' pay must be based on their regular hourly rate.
 - d. They must be paid through the district payroll system in order to be covered by workman's compensation in the event of any accident.
 - e. Employees cannot be paid from cash on hand.
6. Payments to a nonemployee or business for services must be processed through the Business Office.
 - a. The sponsor must obtain a completed Form *W-9, request for taxpayer identification number and certification* and submit to the Business Office.
(Example on page 13 and blank form on page 21)
 - b. A purchase order must be obtained prior to the service.
 - c. Some examples of services that would fall under this category would be:
 1. D.J. for dance
 2. Speakers
 3. Entertainers
 4. Cleaning Services
 5. Painters

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <p style="font-size: 1.2em; text-align: center;"><i>Leonard Livewire</i></p>	
	2 Business name/disregarded entity name, if different from above 	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. <p style="font-size: 1.2em; text-align: center;"><i>9871 Disco Drive</i></p>	Requester's name and address (optional)
	6 City, state, and ZIP code <p style="font-size: 1.2em; text-align: center;"><i>Mauberry, NC 32116</i></p>	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
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9	9	9	-	9	9	-	9	9	9	
or										
Employer identification number										
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Leonard Livewire</i>	Date ▶ <i>9-1-2024</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

FORMS

Activity Account Detail Report

_____ **New Activity Account**

_____ **Existing Activity Account**

Account #: _____

School: _____

Date: _____

Activity: _____

Purpose of the Activity: _____

What revenues or funds are deposited into this activity?

1. _____

2. _____

3. _____

4. _____

(Attach another sheet if space does not permit.)

What expenditures are made from this activity?

1. _____

2. _____

3. _____

4. _____

(Attach another sheet if space does not permit.)

Sponsor Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____

Activity Budget Worksheet

School Name: _____		
Organization: _____		
School Year: _____		
Beginning Balance 7/1/ _____		
Revenue from collection of money:		
1 _____		
2 _____		
3 _____		
4 _____		
5 _____		
Total Revenue from money collected		
Beginning 7/1/ Balance & Anticipated Revenue:		
Expenditures:		
1 _____		
2 _____		
3 _____		
4 _____		
5 _____		
Total Expenditures:		
Projected Ending Balance 6/30/ _____		

1. Describe the fundraising activity:

2. Tentative date and time for the activity: _____

3. Place for the activity: _____

4. Will any commercial interests of groups or individuals be promoted in this project? _____

5. Will this project involve our students selling to the general public by going door to door? _____

6. Will this project involve any gambling or other games of chance? _____

Submitted by: _____
 Sponsor

 Club President

Approved by: _____
 School Principal

 Date

Deposit Summary Sheet

School Name: _____

Deposit for: _____ Account

Teacher: _____

Receipt numbers: _____

Date Turned In: _____

CURRENCY

\$ 1.00 X _____ = \$ _____

\$ 5.00 X _____ = \$ _____

\$10.00 X _____ = \$ _____

\$20.00 X _____ = \$ _____

COINS

1 ¢ X _____ = \$ _____

5 ¢ X _____ = \$ _____

10 ¢ X _____ = \$ _____

25 ¢ X _____ = \$ _____

List checks: Check #/payor and amount

Amount of Checks \$ _____

Total Deposit \$ _____

Office will verify the above amount is accurate:

Treasurer or Sponsor Signature

Date: _____

School Secretary or Principal Signature

Date: _____

Date of Activity: _____

Name of Activity: _____

Tickets:

_____ thru _____ = _____ Total Tickets Sold x \$ _____ = \$ _____

_____ thru _____ = _____ Total Tickets Sold x \$ _____ = \$ _____

_____ thru _____ = _____ Total Tickets Sold x \$ _____ = \$ _____

_____ thru _____ = _____ Total Tickets Sold x \$ _____ = \$ _____

Total Ticket Sales: _____ \$ _____

Coins: \$1.00 x _____ = \$ _____

.50 x _____ = \$ _____

.25 x _____ = \$ _____

.10 x _____ = \$ _____

.05 x _____ = \$ _____

.01 x _____ = \$ _____

Total Coins \$ _____

Currency: \$100.00 x _____ = \$ _____

50.00 x _____ = \$ _____

20.00 x _____ = \$ _____

10.00 x _____ = \$ _____

5.00 x _____ = \$ _____

1.00 x _____ = \$ _____

Total Currency \$ _____

Checks: Total Number _____ Total Amount of Checks \$ _____
(List check number, name and amount of checks on the back of this sheet.)

SUBTOTAL (Sales & Startup Money): \$ _____

Less Startup Money: \$ _____

Total Sales: \$ _____

Signature of ticket seller: _____

Signature of preparer of tickets/start up money: _____

Principal: _____

Student Collection Form

School: _____

Money collected for: _____

	<u>Student Name</u>	<u>Amount</u>	<u>Circle form of Payment</u>
1			Cash or Check
2			Cash or Check
3			Cash or Check
4			Cash or Check
5			Cash or Check
6			Cash or Check
7			Cash or Check
8			Cash or Check
9			Cash or Check
10			Cash or Check
11			Cash or Check
12			Cash or Check
13			Cash or Check
14			Cash or Check
15			Cash or Check
16			Cash or Check
17			Cash or Check
18			Cash or Check
19			Cash or Check
20			Cash or Check
21			Cash or Check
22			Cash or Check
23			Cash or Check
24			Cash or Check
25			Cash or Check
26			Cash or Check
27			Cash or Check
28			Cash or Check
29			Cash or Check
30			Cash or Check

Total Collected \$ _____

Sponsor Signature Date

School Secretary or Principal Signature Date



**Jonesboro Public Schools
Requisition
Price Quote Worksheet**

Note: Total purchase (not per item but total of the entire purchase) equal to or exceeding \$25,700.00 follow Arkansas Code Annotated 6-21-304(a). See bottom of page.

This worksheet should be completed and attached to a requisition for purchases \$10,000.00 to \$25,699.99 not subject to Arkansas Code Annotated 6-21-304(a).

Purchases fall into the following categories:

\$0.01 to \$9,999.99

\$10,000.00 to \$25,699.99

Requisitioner's Signature

Date

The above categories are per **item**, not per purchase order. Follow the instructions below for each category.

Note: by signing this form, one is indicating that an honest attempt has been made in obtaining the price quotes listed below.

\$0.01 to \$9,999.99

Purchases in this category may be made without obtaining price quotes. Complete the requisition as usual.

\$10,000.00 to \$25,699.99

Purchases in this category require at least three price quotes, which may be obtained over the phone. Record the price quotes below and attach this form to the requisition.

Item Description _____

Vendor	Address	Price
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$25,700.00 and above (Arkansas Code Annotated 6-21-304(a))

Purchases in this category require formal bids. To purchase items in this category, refer to the JPS Board Policy 7.5 – Purchases of Commodities or contact Finance Office.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your Income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				
or				
Employer identification number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.