

How to Fundraise from Start to Finish

1. Choose the type of fundraiser and a vendor.



2. Call the vendor and ask for a hard copy quote for the items you want to sell. Remember to include sales tax.



3. Fill out the SAPO form, attach the quote & bring to bookkeeper for admin signature



4. Once admin signs, PO will be assigned a number and returned to you by bookkeeper.



5. Send a copy of your SAPO along with the quote to the vendor, set up your delivery with the vendor.



6. Before you start your sale, see the bookkeeper to sign out the receipting document you will need for your sale.



7. Money must be turned in as follows: 3 days or \$200.00... whatever comes first. **DO NOT HOLD ON TO MONEY! TURN IT IN!!**



8. Bookkeeper will receipt funds and return receipting doc to you to use until your sale is complete.



9. When sale is complete, turn in receipting doc, **DO NOT THROW AWAY**



10. Now that your sale is complete, your financial report is due within 10 days.



11. You will need the following paperwork to complete a financial report:



- a. Trial Balance
- b. Online report
- c. Invoice from vendor



Once the financial report is complete, you have successfully completed a fundraising activity..from start to finish.

Congratulations!

Please Remember, An invoice and an "Expense/Reimbursement" form needs to be submitted to get the vendor paid. A SAPO does not pay the vendor.

