



**Grand Prairie Independent School District
Local Maintenance Fund
Sponsor Responsibility Affidavit**

As the Sponsor for the below account, I certify that I will comply with the school district's policies and procedures. Specifically, I agree that I will:

- ✓ Submit the Application for Collection of Funds (ACOF) or Donation form for approval no less than 10 days prior to fundraiser.
- ✓ I will not advertise any fundraiser or collect any money prior to the Application for Collection of Funds being approved by the Principal/Department Director, Area Superintendent, Purchasing, and Finance office.
- ✓ Track all sales/transactions on a district receipt book and/or tabulation sheet.
- ✓ Collect and submit all funds, receipts/tabulation sheet, and sponsor deposit report to the Finance office for deposit.
- ✓ I will not hold any money in my possession longer than 24hrs.
- ✓ Comply with all school district purchasing policies and procedures to include:
 - Submitting a requisition request for all expenditures
 - Document receipt of goods and services
- ✓ All funds collected must be expensed through Accounts Payable. I will not use cash, personal credit card, checks, money order or cashier's check to pay for any expenses.
- ✓ I understand that I will be held responsible for any funds entrusted to me and I will reimburse the district for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

ACCOUNT CODE: ___ E _ _ _ _ _

Sponsor Print Name Date

Sponsor Signature

Principal Print Name Date

Principal Signature