

# Documentation Requirements Check off List



When a fundraiser has been completed, by the end of the school year, the following documents must be submitted to the PTO Treasurer.

- ☐ Fundraiser Form (projected revenue & expenses statement)
- ☐ Copies of all deposit/remittance slips with cash management detail/class list
- ☐ Copies of all check request with copies of receipts, invoices, etc.
- ☐ Quotes or documentation received from vendors  
(only if this was required)
- ☐ Response Slips returned to school from parents  
(i.e.: # attending event, total amount due, etc.)
- ☐ Fundraiser profit sheet
- ☐ All other information/documentation relevant to the fundraiser