

are necessary: administrative head, secretary or treasurer of the board of finance, and financial manager.

INSTRUCTIONS

For **Salaries**, indicate title, rate hours assigned, etc. Salaries are subject to Federal regulations on withholding tax.

For **Cooperative Events**, indicate the division of proceeds. No changes can be made after the authorization is approved.

For **Elementary Schools Money Making Events**, indicate if admissions tickets are needed, and in separate lists, the and non-taxable items to be sold.

NUMBER OF COPIES to be submitted to Student Body Fiscal Services Branch:

PTA or Approved Parent Group (if involved) Add two copies more than listed below for the item given.

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Athletic supplies and equipment 5

Equipment which will be connected with one or more utilities or attached to the building or installed on the grounds. Includes hand driven equipment which must be checked because of possible hazards 5

Equipment which will not be connected with any of the utilities or attached to the building or installed on the grounds 3

..... 5

Salaries 3

Audio-Visual Education supplies or equipment 5

Plants 5

Bank pick-up service 4

Miscellaneous 3

For further instructions and information, please refer to Sections 2501 or 2554 incl., of the Administrative Guide; Publications No. 464, 465, or 466; and Supplementary Bulletins; or call the Student Activities Branch

Remarks by departments:
