



La-Tee-Da! Fundraising School Purchase Order Agreement

Please review and sign the enclosed Purchase Order Agreement and fax to 410-630-7080.

This agreement to submit a School Fundraising Purchase Order is made with La-Tee-Da! Fundraising and Fundraising Distributor Deb Murray.

Upon submitting a purchase order the fundraising chairperson, treasurer/bookkeeper, and school principal have read and agreed to the terms outlined within the La-Tee-Da! Fundraising Sales Agreement. A copy of the Sales Agreement has been provided to the school’s fundraising chairperson and can be printed at www.FundraisingWithCandleFundraisers.com/agreementform.html.

The school agrees that an invoice will be submitted to the fundraising contact person who will forward the invoice to the treasurer/bookkeeper for processing and mailing payment.

The school agrees to submit a written purchase order, to include the amount due as listed on the invoice, to include the name and phone number of the person responsible for mailing the check, and agree to include the signature of both the treasurer/bookkeeper, and school principal. Verbal purchase order numbers are not accepted.

Upon submitting a purchase order the school is acknowledging that any paperwork required by the school such as a Vendor Application or W-9 has been requested and approved *prior* to beginning the fundraiser and that once a purchase order is submitted the school is fully agreeing to pay the amount due as indicated on the invoice and that no additional vendor applications or paperwork will need approval. Upon submitting a purchase order the school will not cause any delay in making payment and requiring any previously undisclosed terms before making payment.

The fundraising chairperson and the treasurer/bookkeeper will coordinate with each other to confirm products have been delivered, invoice has been received, and that payment by school check is mailed within 14 days of products being delivered.

As school principal, I am aware that an organization within our school is holding a fundraiser with La-Tee-Da! Fundraising and I approve this fundraiser.

I have also read the fundraising agreement and do agree to ensure that payment will be made payable to “Deb Murray, New Fundraising Ideas” within 14 days after the fundraising products have been received.

Name of School: _____

Name of Fundraising Organization: _____

Name of Fundraising Chairperson: _____

Principal Printed Name: _____

Person Responsible for processing payment: _____

Principal Signature: _____

Title: _____

Principal Contact Number: _____

Treasurer/Bookkeeper Printed Name: _____

Date: _____

Treasurer/Bookeeper Signature: _____

Date: _____