



SHERMAN ISD
ACTIVITY FUND PROCEDURE MANUAL
PRINCIPAL - BOOKKEEPER OR DESIGNEE - SPONSOR - COACH
RESPONSIBILITY RECEIPT

For School Year _____

Name (Print) _____

Campus/Club/Organization _____

I hereby acknowledge receipt of my personal copy of the Sherman ISD Activity Fund Procedure Manual. I agree to read the manual and abide by the standards, policies and procedures defined or referenced in these documents.

I hereby acknowledge that if I have questions about the procedures I am responsible for contacting my principal, supervisor, or their designee for clarification.

Principals, bookkeepers or designees, teachers, coaches and sponsors have the option of receiving the manual in electronic format or hard-copy. A digital copy can be found on the District's website, by following the path defined below.

<https://www.shermanisd.net/Page/106> Departments / Business & Finance Services / Activity Accounts

Please indicate your choice by checking the appropriate space below:

_____ I choose to receive the SISD Activity Fund Procedure Manual and Sponsor in electronic format and I accept responsibility for accessing it according to the instructions provided.

_____ I choose to receive a hard-copy of the SISD Activity Fund Procedure Manual.

Signature

Date

Principal, bookkeeper designee, sponsor, coach, or teacher: Please return this form to the bookkeeper.

Bookkeeper: Retain a copy for your records and forward the original to the Activity Fund Accounting Specialist in the Business & Finance Services department.