

Kilgore Independent School District  
Report of Quarterly Taxable Sales

Quarter Ended: \_\_\_\_\_

Campus: \_\_\_\_\_

Organization: \_\_\_\_\_

Sponsor: \_\_\_\_\_

For the quarter ended above, we have the following total and taxable sales to be reported:

Total Sales for Quarter:           \$ \_\_\_\_\_

Taxable Sales for Quarter:       \$ \_\_\_\_\_

Please include this information on the District's quarterly Texas Sales Tax report and advise me of the tax implications.

I have read the KISD Activity Fund Manual concerning taxable sales and events and affirm that the above number is an accurate report of taxable revenue.

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

***This report is due to the business office by the 5th workday following the end of each quarter.***

Quarter ending dates are as follows: March 31, June 30, September 30 and Dec. 31

Administrative Use Only: Date Received: _____      Initials: _____ Tax Payable (based on above taxable sales): \$ _____ Date Tax Paid: _____ District CK Number: _____
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Sponsor should maintain a copy for organization files.