

SALES PROJECT POTENTIAL

The Sales Project Potential is a form designed to account for the income (actual and projected) from sales projects conducted by student activity programs. The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted board policies.

SECTION 1 - Complete prior to implementing fundraiser. Receive principal's approval then forward to treasurer.

Organization	_____
Proposed Sales Project	_____
Dates of Proposed Project	_____ to _____
Sales Company / Address	_____ _____ _____
Representative	_____
Quantity to be Ordered	_____
Cost per Unit	_____
Proposed Sale Price per Unit	_____

Requested By: _____	Approved By: _____		
Sponsor Signature _____	Date _____	Principal Signature _____	Date _____

SECTION 2 - Complete after fundraiser is finished then forward to treasurer.

		Unit Price	Cost
Purchases	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
Less Returns	_____	\$ (_____)	\$ (_____)
	_____	\$ (_____)	\$ (_____)
Total Cost	_____	\$ _____	\$ _____
Total to be Accounted For (Retail)	_____	\$ _____	\$ _____
Total Deposited with Treasurer			\$ _____
Quantity Unaccounted For (Please explain on reverse)	_____		(+/-) \$ _____
Net Profit (Deposits - Total Cost)		\$ _____	

Sponsor Signature _____	Date _____	Principal Signature _____	Date _____
		Treasurer Signature _____	Date _____