

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.

Organization: _____

Projected Sales Project: _____

Dates of Proposed Sales Project: From: _____ **To:** _____

Company & Address: _____

Representative: _____

Quantity to be Ordered: _____ **Cost per Unit: \$** _____ **Proposed Sale Price per Unit: \$** _____

Requested By: _____

Signature Activity Sponsor

Date

Approved by: _____

Principal

Date

Approved by: _____

Superintendent

Date

This section to be completed when project is completed.

		Unit Price		Quantity		Total Cost
Purchases: _____	@	\$ _____	x	_____	=	\$ _____
_____	@	\$ _____	x	_____	=	\$ _____
_____	@	\$ _____	x	_____	=	\$ _____

Subtotal \$ _____

Less Returns: _____ @ \$ _____ x _____ = \$ _____

Total to be Accounted for: \$ _____

Total Deposited with Treasurer: \$ _____

Quantity Unaccounted for: _____ \$ _____

Explanation: _____

Approved by: _____

Principal

Date

Approved by: _____

Superintendent

Date