Allen East Local Schools
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 income to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted Board policies.

Organization Name _____ **Fund & Function** _____

Proposed Sales Project _____

Beginning Date of Project _____ **Ending Date** _____

Vendor Name and Address: _____

Representative: _____

Total Estimated Income $ _____ *(a)*

Total Estimated Expenses $ _____ *(b)*

Estimated Profit (a) - (b) $ _____

Sponsor Signature & Date

Principal Signature & Date

Treasurer Signature & Date

Superintendent Signature & Date

This section to be completed when project is completed

List of All Deposits

Date:	**Amount:**	**Deposit Given to:**
	$	
	$	
	$	
	$	
	$	

Total Income (Deposits) $ _____ *(c)*

Total Expenses $ _____ *(d)*

Actual Project Profit (c) - (d) $ _____

Sponsor Signature & Date

Principal Signature & Date

Treasurer Signature & Date

Superintendent Signature & Date

List of Students

Date	Name	Amount	Date	Name	Amount

Comments: