

TROY CITY SCHOOL



SALES PROJECT POTENTIAL

The Sales Project Potential is a form designed to account for the Income (actual and projected) from sales project 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 _____ Activity Fund / Code _____

DONATION amount and name of donator: _____

DATES OF SALES _____

Item to be sold _____ Amount of items ordered _____

Your cost for the item _____ -Amount item will be sold for _____

Company item ordered from _____

Ticket Sales (estimated tickets to be sold) _____ Cost to print tickets _____

Amount each ticket will be sold for _____

Membership dues, estimated membership _____ Dues per member _____

Requested by:

Approved by:

Sponsor Signature Date

Principal's Signature Date

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This section to be completed when project has ended.

Tickets: Amount ordered _____ Amount Sold _____ Free with Budget _____ Total collected _____

Tickets left _____

Dues: Number of members: _____ Dues Amount _____ Total collected: _____

Item: _____ Number of items purchased _____ Actual cost per item _____ Total cost _____

Number of items sold _____ Amount sold for _____ Total collected: _____

Number of items returned _____ Actual return cost _____

Number of items donated _____ Actual Cost donated _____

Total to be accounted for (Purchases minus returns/donations) _____

Total deposited _____

If the purchases minus the returns or give aways do not match the deposit, please explain:

Sponsor Signature Date

Principal's Signature Date