

PRELIMINARY REPORT OF SALES PROJECT

The Preliminary Report of Sales Project is a form designed to account for the income 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.

A Purchase Order must be completed, properly approved, and sent to the vendor to order merchandise needed for the fund raiser.

Activity Account/Club Name _____

Proposed Sales Project _____

Company Name and Address _____

Representative _____

Quantity to be Ordered _____

Cost per Unit _____

Proposed Sale Price per Unit _____

Requested by:

Approved by:

Sponsor's Signature

Principal or Bldg. Administrator

Date

Date

Superintendent

Date

Treasurer

Date