

SALES PROJECT POTENTIAL FORM

Rule under: RC 117.16
 (117-2-18 Text of Rule)
 Rule Authorized: RC 117.05

This sales project potential form shall be used by the Spencerville Local School District to account for the income, either actual or 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: _____

PROPOSED SALES PROJECT: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

REPRESENTATIVE/COMPANY CONTACT: _____

DESCRIBE ITEM	ITEM QUANTITY TO BE ORDERED	TOTAL COST PER ITEM	Total Cost per Item
Item 1			
Item 2			
Item 3			
Item 4			
Item 5			
Item 6			
Item 7			
Item 8			
Item 9			
Item 10			

PROPOSED SELLING PRICE PER ITEM	PROPOSED Income Per Item	PROPOSED NET PROFIT PER ITEM

GRAND TOTALS FOR EACH: _____

Proposed Profit

Requested by Advisor: _____

Date Signed: _____

Approved by Principal: _____

Date signed: _____

Superintendent Approval: _____

Date Signed: _____

(OVER for project completion)

This section is to be completed when project is COMPLETED.

ITEM	ITEM QUANTITY ACTUALLY ORDERED	TOTAL COST PER ITEM	Total Cost per Item
Item 1			\$0.00
Item 2			\$0.00
Item 3			\$0.00
Item 4			\$0.00
Item 5			\$0.00
Item 6			\$0.00
Item 7			\$0.00
Item 8			\$0.00
Item 9			\$0.00
Item 10			\$0.00
GRAND TOTALS FOR EACH:			\$0.00

ACTUAL		
ACTUAL SELLING PRICE PER ITEM	ACTUAL Income Per Item	ACTUAL NET PROFIT PER ITEM
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
GRAND TOTALS FOR EACH:		\$0.00

RETURNS/CREDITS:

Item Number	@\$??	Total \$ of Return/Credit
_____	_____	\$0.00
_____	_____	\$0.00
_____	_____	\$0.00
_____	_____	\$0.00
GRAND TOTAL OF RETURNS/CREDITS==		\$0.00

Subtract Return/Credits from Grand Total of Cost of Order: \$0.00 <Actual Profit of Sale

DEPOSITS:	DATE	\$AMOUNT	DATE	\$AMOUNT
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

TOTAL OF ALL DEPOSITS MADE THROUGH TREASURER'S OFFICE: \$0.00 <<Should=Actual Profit Above

Quantity Unaccounted For:	Item #	# of pieces	Cost @	Total
	_____	_____	_____	\$0.00
	_____	_____	_____	\$0.00
	_____	_____	_____	\$0.00

Explanation of Unaccounted or deposit/profit difference:(damaged product, give-aways for promotion, leftover product/inventory, etc.)

Completed by Advisor: _____ Date Signed: _____

Approved by Principal: _____ Date signed: _____

Superintendent Approval: _____ Date Signed: _____

EXCELL/Student Activites/SalesPotential