

# BELLEFONTAINE CITY SCHOOLS SALES/SERVICE PROJECT POTENTIAL

This Sales/Service Project Potential Form is designed to account for the income from projects conducted by student activity programs. Regardless of the fundraiser size, this form must be completed and filed with the Activities Director and the Treasurer's Office. Its purpose is to meet the requirement that fundraisers are conducted in accordance with Board of Education policy and reviewed for accuracy. **WHEN THE PROJECT IS COMPLETE, PLEASE FINISH THE FORM AND RETURN TO THE ACTIVITIES DIRECTOR AND TREASURER'S OFFICE. KEEP A COPY OF ALL DOCUMENTATION FOR AUDITING PURPOSES.**

## **Section 1: Approval of Fund Raising Activity**

Student Organization Name: \_\_\_\_\_

Proposed Sales/Service Project: \_\_\_\_\_

Proposed Dates of Sales/Service Project: \_\_\_\_\_ to \_\_\_\_\_

Purpose of this Fundraiser and Description of how the Profits will be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Sales Project:**

Company Name: \_\_\_\_\_

\_\_\_\_\_

Quantity to be Ordered: \_\_\_\_\_ Cost per Unit: \_\_\_\_\_

Proposed Sale Price/Unit: \_\_\_\_\_ Total Anticipated Sales: \_\_\_\_\_

## **Service Project:**

Group Being Served by Project: \_\_\_\_\_

Terms/Arrangements (if any): \_\_\_\_\_

Requested By: \_\_\_\_\_

Activity Advisor Signature

\_\_\_\_\_

Date

Approved By: \_\_\_\_\_

Activity Director/Principal

\_\_\_\_\_

Date

\_\_\_\_\_

Superintendent

\_\_\_\_\_

Date

**Section 2: Summary of Completed Project**

THIS SECTION IS TO BE COMPLETED WHEN THE PROJECT IS FINISHED. ATTACH A COPY OF DOCUMENTATION TO SUPPORT YOUR FIGURES AND RETURN TO THE TREASURER'S OFFICE WITHIN **TWO WEEKS** OF COMPLETION OF YOUR PROJECT.

Purchases (Details Provided Below)	A).
Quantity Ordered	B).
Selling Price	C).
Net Ordered (B X C)	D).
Total to be Accounted for (D – E)	E).
Returns for Credit ( @ Selling Price)	F).
Deposit With Treasurer (Details Provided Below)	G).
Quantity Unaccounted For (F – G ) (Details Below)	H).
Profit for Sales Activity (G – A + E)	I).

**Details of Purchases:**

Purchase Order #	Company Name	Date Paid	Check #	Amount
		<b>Total Purchases: (Line A Above)</b>		

**Details of Deposits:**

Date	Receipt #	Amount
<b>Total Deposits: (Line G Above)</b>		

**Explanation of Quantity Unaccounted For (Line H Above):**

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\_\_\_\_\_  
Activity Advisor Signature                      Date

\_\_\_\_\_  
Superintendent Signature                      Date

\_\_\_\_\_  
Activity Director/Principal Signature                      Date

\_\_\_\_\_  
Treasurer Signature                      Date