

SALES PROJECT POTENTIAL FORM

The Sales Project Potential Form is designed to account for the income (actual and 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. This record should provide all information for audit purposes.

Organization _____ Fund _____ SCC _____

Description and Purpose of Sales Project _____

Proposed Beginning/End Dates _____

Vendor _____ Representative _____

Address _____ State _____ Zip _____ Phone _____

Quantity to be Ordered	_____
Cost Per Unit	_____
Proposed Sale Price Per Unit	_____

Requested by:

Approved by:

Sponsor Signature Date

Principal/Bldg Admin Date

Superintendent Date

Complete this section when project is over and submit to the Treasurer's Office. If the project has not been completed within 90 days, notify the Treasurer's Office of the progress. In all cases, the form should be sent to the Treasurer's Office before the end of the school year. Please keep a copy of the completed form for your records.

Cost

1. _____ items purchased @ _____ = \$ _____
2. _____ items returned for credit @ _____ = \$ _____
3. Total Cost (1+2) = \$ _____

Total # of items lost _____

Explain:

Sales:

4. _____ items sold @ _____ = \$ _____
5. _____ items sold @ _____ = \$ _____
6. _____ items sold @ _____ = \$ _____
7. Total Sales (4+5+6) = \$ _____

Total # of items unsold _____

What will be done with items not sold:

Profit (loss) Line 7 minus line 3 = \$ _____

Other important information:

Amount Deposited with Treasurer:

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
-------------	---------------	-------------	---------------

_____	_____	_____	_____
_____	_____	Sponsor Signature	Date

_____	_____	_____	_____
_____	_____	Audit Signature	Date