

BUCKEYE LOCAL SCHOOLS

ACTIVITY FUND – SALES PROJECT POTENTIAL

The Sales Project Potential is a form designed to account for the income (projected and actual) 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 the adopted board policies.

I. This section to be completed for approval of fund raising project.

Activity Name: _____

Proposed Sales Project: _____

Dates of Sale: From: _____ To: _____

Company Name & Address: _____

Company Representative: _____

Quantity to be Ordered: _____

Cost per Unit: _____

Proposed Sales Price Per Unit: _____

Requested by:

Sponsor's Signature

Date: _____

Approved by:

Building Principal's Signature

Date: _____

Superintendent's Signature

Date: _____

Send original to Superintendent's office
Send copy to Treasurer's office

Revised 4/08

This section to be completed when fund raising project is complete.

Number of Items Sold: _____ @ Sold Price _____ Total Funds \$ _____

Number of Items Sold: _____ @ Sold Price _____ Total Funds \$ _____

Number of Items Sold: _____ @ Sold Price _____ Total Funds \$ _____

Grand Total:

Number of Items Sold: _____ @ Sold Price _____ Total Funds \$ _____

Total Deposited with Treasurer: \$ _____

Difference between Grand Total Funds and Deposit with Treasurer: \$ _____

Explanation for the difference:

Sponsor's Signature

Date: _____

Approved by:

Building Principal's Signature

Date: _____

Superintendent's Signature

Date: _____

Profit/Loss:

Total Deposited with Treasurer: \$ _____

Total Paid to Vendor: \$ _____

Net Profit/Loss: \$ _____

Send original to Superintendent's office
Send copy to Treasurer's office

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