

ACTIVITY FUND - SALES PROJECT POTENTIAL

The Sales Project Potential is a form 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.

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

Activity Name: _____ Acct. # _____

Proposed Sales Project: _____

Dates of Sales: 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: _____

Copy to Treasurer

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

Number of Purchases	_____ @	\$ _____	=	\$ _____
	_____	_____		_____
	_____	_____		_____

Less Returns	_____	\$ _____	-	\$ _____
	_____	\$ _____		_____

Total Accounted For	_____	\$ _____		\$ _____ a.
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Total Deposited with Treasurer (Should be the same as line a.)				_____ b.
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Quantity Unaccounted for (Difference between lines a. and b.)	_____			\$ _____
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Explain unaccounted quantity: _____

_____ Sponsor's Signature	Date: _____
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_____ Building Principal's Signature	Date: _____
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_____ Superintendent's Signature	Date: _____
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Copy to Treasurer