

SALES PROJECT POTENTIAL FORM

After this request has been prepared, submit to the principal and then to the Superintendent for their approvals. The Superintendent will then forward this form to the Treasurer. A COMPLETED PURCHASE ORDER SHOULD ACCOMPANY THIS REQUEST.

The Sales Project Potential Form is designed to account for the income (actual and projected) from sales projects conducted by student activity programs.

ACTIVITY FUND ORGANIZATION _____

Please explain in detail the sales project and the procedures to be followed during the sales project period.

COMPANY AND ADDRESS TO WHICH PURCHASE ORDER WILL BE MADE:

DO NOT PLACE ORDER FOR ITEMS UNTIL A PURCHASE ORDER HAS BEEN APPROVED.

Quantity to be ordered: _____

Cost per unit: _____

Proposed sales price per unit: _____

Anticipated completion date of project: _____

Requested by:

Sponsor

Principal or building administrator

Superintendent

Date

Treasurer

Date

Date Sales Project Potential Form and money is due in the Treasurer's office: _____

FAILURE TO ACCOUNT FOR ALL FUNDS AND/OR MERCHANDISE MAY RESULT IN FINANCIAL LIABILITY TO THE RIVERSIDE LOCAL BOARD OF EDUCATION ON THE PART OF THE CLUB SPONSOR.

THIS SECTION TO BE COMPLETED WHEN THE PROJECT IS COMPLETE.

Actual cost of commodity \$ _____

Per unit charge _____ X total units sold _____ = \$ _____
Total Amount

Difference between actual cost of commodity _____ and total amount sold _____

equals _____.
PROFIT

If the amount above is negative, please explain why a loss of funds occurred. Please list plans to recover the negative amount:

THIS SECTION TO BE FILLED IN BY THE TREASURER’S OFFICE

Date _____	Pay-In # _____	Amount _____
Date _____	Pay-In # _____	Amount _____
Date _____	Pay-In # _____	Amount _____
Date _____	Pay-In # _____	Amount _____
Date _____	Pay-In # _____	Amount _____
Date _____	Pay-In # _____	Amount _____

TOTAL DEPOSITED WITH TREASURER _____ This figure should be the same figure as the total amount sold.

Date Treasurer’s Signature

Revised 7/13/2007