

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.

Activity Name/Acct# \_\_\_\_\_

Proposed Sales Project \_\_\_\_\_

Project Sales Period (Start date) \_\_\_\_\_ (End date) \_\_\_\_\_

Product Vendor name (need to request and attach a completed W-9 from Vendor) \_\_\_\_\_

1. Quantity to be Ordered (estimate) \_\_\_\_\_

2. Cost Per Item \_\_\_\_\_

3. Proposed Sale Price Per Item \_\_\_\_\_

Requested by:

Approved by:

\_\_\_\_\_  
Sponsor Signature Date

\_\_\_\_\_  
Principal/Bldg. Administrator Date

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

Please submit a requisition with this form for any costs associated with this project.

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This section to be completed when project is finished.

4. Number of Items Purchased \_\_\_\_\_ X Cost per Item \$ \_\_\_\_\_ = \$ \_\_\_\_\_

5. Less items return \_\_\_\_\_ X Cost per Item \$ \_\_\_\_\_ = \$ \_\_\_\_\_

6. Total to Be Accounted For: \_\_\_\_\_ X Sale price Per Item \_\_\_\_\_ =  
\$ \_\_\_\_\_

7. Number of Items Sold \_\_\_\_\_ X Sale Price Per Item \_\_\_\_\_ =  
\$ \_\_\_\_\_

8. Total deposits (should be same as #7) \$ \_\_\_\_\_

If there is a difference in the dollar amount in items 6, 7, & 8, please explain on reverse side.

\_\_\_\_\_  
Sponsor Signature Date

\_\_\_\_\_  
Principal or Bldg. Administrator Date

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

\_\_\_\_\_  
Received by Treasurer Date