

# SALES (Fundraiser) PROJECT POTENTIAL FORM & DEPOSIT INFO

## STUDENT/ATHLETIC CLUB \_\_\_\_\_

The Sales Project Potential is a form designed to account for the income (projected & actual) from fundraisers 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.

Proposed Fundraiser \_\_\_\_\_

Approximate date(s) of Fundraiser \_\_\_\_\_

Fundraiser Requested by: \_\_\_\_\_

Sponsor Signature

Date

Approved by: \_\_\_\_\_

Building Principal/Athletic Dir. Signature

Date

Superintendent Signature

Date

### PROJECTION

Items Ordered from Vendor or attach flyer:				How much are you selling the items for:		
Item Description	Quantity	Cost Per Item	Total Cost	Price Per Item	Est. Total Collected	Est. Total Profit



**Are all fields above completed?**  
**Have you signed above?**  
**Has the Administrator signed?**



**SEND TO TREASURER'S DEPT.,  
ADMINISTRATION BUILDING**

**THIS FORM WILL BE RETURNED FOR COMPLETION UPON APPROVAL BY SUPERINTENDENT**

### ACTUAL

Item Description	Quantity Received	Quantity Sold	Price Per Item	Total Amount Collected

Number of items returned: \_\_\_\_\_

Number of Items unaccounted for: \_\_\_\_\_  
(Explain on reverse side)

Total to be Deposited: \$ \_\_\_\_\_

**Minus** Amount Paid to Vendor: \$ \_\_\_\_\_

TOTAL PROFIT: \$ \_\_\_\_\_

Sponsor Signature

Date

Building Principal/Athletic Dir. Signature

Date

Superintendent Signature

Date

OFFICE USE ONLY:

Account Number: \_\_\_\_\_