

**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.

Organization:

Proposed Sales Project:

Date of Sale

Company and Address:

Representative:

Quantity to be Ordered:

Cost per Unit:

Proposed Sale Price per Unit:

Requested By:

Approved By:

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

**(THIS SECTION TO BE COMPLETED WHEN PROJECT IS COMPLETED)**

	Unit Price	Total Cost
Purchases _____ @ _____	\$ _____	\$ _____
_____		
_____		
Less:		
Returns: _____ \$ _____	\$ _____	
Total To Be Accounted For: _____ \$ _____	\$ _____	
<b>Total To Be Deposited With Treasurer</b>	\$ _____	
Quantity Unaccounted for: _____ (Explain on Reverse Side)	\$ _____	

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

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

\_\_\_\_\_  
Superintendent      Date