

Continental Local School District
SALES PROJECT POTENTIAL

The Sales Project Potential is a form prescribed by the State Auditor’s Office, 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 _____ Date of Project _____

Proposed Sales Project _____

Vendor: Company Name _____

Address _____

Representative _____

<i>Item to be Ordered</i>	<i>Quantity of Items Ordered</i>	<i>Cost of Item to be Ordered</i>	<i>Proposed Sale Price of Item Ordered</i>
1			
2			
3			
4			
	ESTIMATED TOTALS	Cost:	Revenue:

Requested By: _____

Approved By: _____

 Sponsor’s Signature/Date

 Principal’s Signature/Date

 Superintendent’s Signature/Date

THIS SECTION TO BE COMPLETED WHEN PROJECT IS FINISHED

<i>Quantity of Items Ordered (A)</i>	<i>Cost of Item to be Ordered (B)</i>	<i>Total Cost (A * B)</i>
1		
2		
3		
4		
	TOTAL	Cost:

Items Returned (List individually on the back of this form) (\$ _____)

Items Donated (List individually on the back of this form) (\$ _____)

Items Maintained in Inventory (List individually on the back of this form) (\$ _____)

Total **Cost** (Less Returns, Donations, and Inventory) \$ _____

Total Deposited with the Treasurer (**Revenue**) \$ _____

Total **Revenue - Cost = Profit** \$ _____

 Sponsor’s Signature/Date

 Principal’s Signature/Date

Return to Kathy Schmitz, Treasurer, When Form is Complete.

 Superintendent’s Signature/Date

ITEMS RETURNED

ITEM

COST

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

TOTAL ITEMS RETURNED:

\$ _____
(Place total on front page.)

ITEMS DONATED

ITEM

COST

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

TOTAL ITEMS DONATED:

\$ _____
(Place total on front page.)

ITEMS MAINTAINED IN INVENTORY

ITEM

COST

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

TOTAL ITEMS MAINTAINED IN INVENTORY:

\$ _____
(Place total on front page.)

