

# BUCKEYE LOCAL SCHOOLS

## ACTIVITY FUND – SALES PROJECT POTENTIAL

The Sales Project Potential is a form designed to account for the income (projected and actual) 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 the adopted board policies.

I. This section to be completed for approval of fund raising project.

Activity Name: \_\_\_\_\_

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

Dates of Sale: From: \_\_\_\_\_ To: \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Representative: \_\_\_\_\_

Quantity to be Ordered: \_\_\_\_\_

Cost per Unit: \_\_\_\_\_

Proposed Sales Price Per Unit: \_\_\_\_\_

Requested by:

\_\_\_\_\_  
Sponsor's Signature

Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Building Principal's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature

Date: \_\_\_\_\_

Send original to Superintendent's office  
Send copy to Treasurer's office

Revised 4/08

This section to be completed when fund raising project is complete.

Number of Items Sold: \_\_\_\_\_ @ Sold Price \_\_\_\_\_ Total Funds \$ \_\_\_\_\_

Number of Items Sold: \_\_\_\_\_ @ Sold Price \_\_\_\_\_ Total Funds \$ \_\_\_\_\_

Number of Items Sold: \_\_\_\_\_ @ Sold Price \_\_\_\_\_ Total Funds \$ \_\_\_\_\_

Grand Total:

Number of Items Sold: \_\_\_\_\_ @ Sold Price \_\_\_\_\_ Total Funds \$ \_\_\_\_\_

Total Deposited with Treasurer: \$ \_\_\_\_\_

Difference between Grand Total Funds and Deposit with Treasurer: \$ \_\_\_\_\_

Explanation for the difference:

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\_\_\_\_\_  
Sponsor's Signature

Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Building Principal's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature

Date: \_\_\_\_\_

Profit/Loss:

Total Deposited with Treasurer: \$ \_\_\_\_\_

Total Paid to Vendor: \$ \_\_\_\_\_

Net Profit/Loss: \$ \_\_\_\_\_

Send original to Superintendent's office  
Send copy to Treasurer's office

Revised 4/08