

SALES PROJECT POTENTIAL FORM

The Project Potential is a form designed to account for the income from collected from students for activity programs (i.e. donations, dues, hoodie/jersey/hat days, camp fees, uniforms). The purpose is to provide information to advisors and administrators of the various projects and whether they are functioning in accordance with adopted board policies. **No monies are to be collected until this APPROVED form is returned to the advisor.**

ORGANIZATION: _____ Date: _____

PROPOSED SALES PROJECT: _____

DATE(S) OF SALE: _____

ORDERING:

____ @ _____ = _____
____ @ _____ = _____
____ @ _____ = _____
____ @ _____ = _____

SELLING:

____ @ _____ = _____
____ @ _____ = _____
____ @ _____ = _____
____ @ _____ = _____

ESTIMATED PROFIT: _____

Activity Advisor Signature Date

Building Principal Date

Activity Director Date

Treasurer Date

Superintendent Date

THIS SECTION TO BE COMPLETED WHEN PROJECT IS COMPLETED

ACTUAL PURCHASES:

____ @ _____ = _____
____ @ _____ = _____
____ @ _____ = _____
____ @ _____ = _____

ACTUAL SALES (DEPOSITS)

____ @ _____ = _____
____ @ _____ = _____
____ @ _____ = _____
____ @ _____ = _____

TOTAL PURCHASE AMT: _____

TOTAL TO BE ACCOUNTED FOR: _____

AMOUNT OR QUANTITY UNACCOUNTED FOR: (EXPLAIN ON REVERSE SIDE) = _____

Activity Advisor Signature Date

Building Principal Date

Activity Director Date

Treasurer Date

Superintendent Date

INCOMPLETE AND/OR UNSIGNED FORMS WILL BE RETURNED TO ADVISORS