

SALES PROJECT APPROVAL & FINANCIAL REPORT

TOP PORTION TO BE COMPLETED BEFORE SALE

FUND #: _____

DATE: _____ ORGANIZATION: _____

PROPOSED SALES PROJECT: _____

PURPOSE OF PROJECT: _____

COMPANY NAME AND ADDRESS (if applicable) _____

QUANTITY ORDERED/ANTICIPATED ATTENDANCE: _____

COST PER UNIT (if applicable): _____

PROPOSED SALE PRICE PER UNIT/ADMISSION _____

PROPOSED PROFIT: _____

PROPOSED DATES FOR SALES CAMPAIGN/EVENT: _____

REQUESTED BY: _____

APPROVED BY: _____

Sponsor

Superintendent

Sales project must be listed on Purpose Clause/Budget form. If it is not a revised form must be completed and approved prior to project commencing.

Building Principal

Clerk-Custodian

BOTTOM PORTION TO BE COMPLETED AFTER SALE

POTENTIAL RECEIPTS (from above proposed profits) \$ _____

ACTUAL RECEIPTS \$ _____

VARIANCE/EXPLANATION \$ _____

COST/EXPENSES \$ _____

PROFIT (actual receipts less cost/expenses) \$ _____

SPONSOR SIGNATURE _____ DATE _____

ACTIVITY TREASURER _____ DATE _____

ADMINISTRATOR _____ DATE _____

SUPERINTENDENT _____ DATE _____

Treasurer's office

PO # _____

Check # _____

Deposit/Receipt # _____