

**MONROEVILLE LOCAL SCHOOLS**

**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, advisors and administrators of the various projects to determine if they are functioning in accordance with adopted board policies.

**ALL ITEMS BELOW MUST BE COMPLETED FOR APPROVAL;**

FUND/SCC: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

PROPOSED SALES PROJECT: \_\_\_\_\_

NAME AND ADDRESS OF COMPANY PURCHASES WILL BE MADE FROM:

PROJECT BEGIN DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

QUANTITY BEING ORDERED \_\_\_\_\_

PROPOSED SALES PRICE PER UNIT \_\_\_\_\_

REQUESTED BY:

APPROVED BY:

\_\_\_\_\_  
SPONSOR/ADVISOR

\_\_\_\_\_  
PRINCIPAL

DATE \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
SUPERINTENDENT

DATE \_\_\_\_\_

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**THIS SECTION TO BE COMPLETED WHEN PROJECT IS FINISHED**

Attach copy of invoice showing price per unit, shipping, etc.

DEPOSITS RECEIPT#	AMOUNT	EXPENSES PO #	AMOUNT
(1) TOTAL RECEIPTS	\$	(2) TOTAL EXPENSE	\$

(3) ITEMS RETURNED \$ \_\_\_\_\_

(4) TOTAL PURCHASES (line 2 minus line 3) \$ \_\_\_\_\_

(5) ESTIMATE AMT. TO BE RECEIVED \$ \_\_\_\_\_  
(Quantity purchased x selling price)

(6) UNSOLD ITEMS OR UNACCOUNTED FOR \$ \_\_\_\_\_

EXPLANATION \_\_\_\_\_

\_\_\_\_\_

(7) PROFIT (line 1 – line 4 – line 6)	\$
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\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

