

**ACTIVITY FUND SALES PROJECT POTENTIAL**

**GREEN LOCAL SCHOOLS**

**SMITHVILLE, OH 44677**

**PART 1** To be completed with purchase order requisition and returned to the Treasurer's Office.

1. Activity Program \_\_\_\_\_

2. Building \_\_\_\_\_

3. Proposed Sales Project

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Name & Address of company from whom materials are to be purchased:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Name of sales rep: \_\_\_\_\_ Phone # \_\_\_\_\_

6. Proposed Sale Dates: Beginning \_\_\_\_\_ End \_\_\_\_\_

7. List items to be purchased: (Columns A, B, and C can be completed with attached purchase order or order form. Column D still needs completed.)

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>COST OF ITEM</b>	<b>PROPOSED SALE PRICE UNIT</b>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

8. Request Approved by \_\_\_\_\_ Advisor \_\_\_\_\_ Date \_\_\_\_\_

9. Approved by \_\_\_\_\_ Principal \_\_\_\_\_ Date \_\_\_\_\_

Copy : Treasurer ( ) Principal ( ) Advisor ( ) When sale is over complete Part II

PART II - To be filled out upon completion of project and returned to the Treasurer's Office

10. Purchase order # \_\_\_\_\_

11. Items Sold:

A QUANTITY	B DESCRIPTION	C UNIT SALE \$	D TOTAL
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

11b. Total sales-amount to be accounted for \$ \_\_\_\_\_

12. Total deposited with Treasurer (total of all pay-ins) \$ \_\_\_\_\_

13. Amount unaccounted for (provide explanation below): \$ \_\_\_\_\_  
 (Difference between line 11B and line 12)

14. \_\_\_\_\_ Signature of Advisor \_\_\_\_\_ Date

15. Accepted and approved by:

Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

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*For Treasurer's Office Only:*

Total Cost of Project \$ \_\_\_\_\_

Profit on Project \$ \_\_\_\_\_

Copy: Treasurer ( )                      Principal ( )                      Advisor ( )                      File ( )