

# Bellevontaine City Schools

## Sales/Service Project Potential Form

This Sales/Service Project Potential Form is designed to account for the income from projects conducted by student activity programs. Regardless of the fundraiser size, this form must be completed and filed with the Activities Director. Its purpose is to meet the requirement that fundraisers are conducted in accordance with board of education policy and reviewed for accuracy.

### Section 1: Approval of Fund Raising Activity

Student Organization Name: \_\_\_\_\_

Proposed Sales/Service Project: \_\_\_\_\_

Proposed Dates of Sales/Service Project: \_\_\_\_\_ to \_\_\_\_\_

Purpose of this Fundraiser and Description of how the Profits will be used:

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

#### Sales Project:

Company Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Quantity to be Ordered: \_\_\_\_\_ Cost Per Unit: \_\_\_\_\_

Proposed Sale Price/Unit: \_\_\_\_\_ Total Anticipated Sales: \_\_\_\_\_

#### Service Project:

Group Being Served by Project: \_\_\_\_\_

Terms/Arrangements (if any): \_\_\_\_\_

Requested By:  
\_\_\_\_\_  
Activity Advisor Signature

Approved by:  
\_\_\_\_\_  
Activity Director/ Principal  
\_\_\_\_\_  
Superintendent

## Section 2: Summary of Completed Project

(This section is to be completed when the project is finished. Attach a copy of documentation to support your figures and return to the treasurer's office within two weeks of the completion of your project.)

Purchases: (Details Provided Below)	A) \$ _____
Quantity Ordered	B) _____
Selling Price	C) \$ _____
Net Ordered (BxC)	D) \$ _____
Returns for Credit (@ Selling Price)	E) \$ _____
Total to Be Accounted for (D - E)	F) \$ _____
Deposit With Treasurer (Details Provided Below)	G) \$ _____
Quantity Unaccounted For (F - G) (Details Below)	H) \$ _____
Profit for Sales Activity (G - A + E)	I) \$ _____

### Details of Purchases Made:

<u>PO#</u>	<u>Company Name</u>	<u>Date Paid</u>	<u>Check #</u>	<u>Amount</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Purchases: (Line A Above)				_____

### Details of Deposits Made:

<u>Date</u>	<u>Receipt#</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Deposits: (Line G Above)		_____

Explanation of Quantity Unaccounted For: (Line H Above)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Activity Advisor

\_\_\_\_\_  
Activity Director/Principal

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Superintendent