

WESTERN RESERVE SCHOOLS SALES PROJECT SHEET

DATE OF REQUEST: _____ ACTIVITY ACCOUNT: _____

ACCOUNT NUMBER: _____ ACTIVITY SPONSOR: _____

SALES PROJECTION:

Name & Address of company purchasing from:

(Attach any sales information listing project cost and project sales amount, etc.)

What you are selling: _____

Where you are selling: _____

When: _____

Why: _____

Amount projected to be purchased and sold:

Amount	Item (Description)	Cost	Selling Price	Profit
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Project approved by:

Principal	Date
Superintendent	Date
Treasurer	Date

No purchase is to be made without this form completed for any sales project. A request for the purchase order must also be completed, and the purchase order must be approved by the board office before start of sales.

PROFIT AND LOSS FORM

Date of Deposits

Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL DEPOSITS: _____

Total Sales (Sheet One)

Total Deposits

Difference or balance

List returns, lost items, outstanding money, etc... BE SPECIFIC

Total Amount of Deposits:

Total Amount of Invoices:

Profit:

This form must be turned in with request for invoice payment.

Date _____

Activity Fund _____

Activity Sponsor _____

