The Sales and Services Project Potential is a form designed to account for the income (actual and projected) from sales and services projects conducted by student activity programs. The Project Number will be supplied by the Treasurer’s office. This number **MUST** appear on all requisitions and deposits pertaining to this project.

This form is to be submitted to the Treasurer’s Office at least two weeks prior to the beginning of the sales/service project.

**FUND/SPCC______________ STUDENT ACTIVITY NAME________________________________________**

Sales/Service Project (dance, shirt sales, car wash, etc.): ____________________________________________

Proceeds from this Project will be used for:______________________________________________________

Beginning Date:________________________    Ending Date:_____________________________

Requested by:          Approved by:          
___________________________Date________   _______________________________Date_________
Advisor                       Principal
___________________________Date________                        _________________________Date____________
Superintendent                                                                                                    Treasurer

**THIS PORTION IS TO BE COMPLETED WHEN THE PROJECT IS FINISHED!**

(If more space is needed attach a separate sheet to the form.)

<table>
<thead>
<tr>
<th>DEPOSITS</th>
<th>EXPENDITURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Receipt</td>
<td>Amount</td>
</tr>
<tr>
<td>(1) Total Receipts</td>
<td>$</td>
</tr>
<tr>
<td>(3) Returned Items</td>
<td>$</td>
</tr>
</tbody>
</table>

Unsold/unaccounted for items_____________________________________________________________________

_____________________________________________________________Inventory Form attached: ____Yes ____No

_______________________________Date_____________    _______________________ __________Date__________
Advisor                                                                            Treasurer’s Office Staff Verification

Form Revised 1/23/20