

CIRCLEVILLE CITY SCHOOLS
SALES AND SERVICES PROJECT POTENTIAL
SUMMARY OF SALE FORM

Sales Project # _____

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.)

DEPOSITS		EXPENDITURES		
Date of Receipt	Amount	P.O.#	Check #	Check Amount
(1) Total Receipts	\$	(2) Total Paid	\$	

(3) Returned Items \$ _____ (4) PROFIT (1-2-3) \$ _____

Unsold/unaccounted for items _____

_____ Inventory Form attached: ___ Yes ___ No

_____ Date _____ Date _____

Advisor

Treasurer's Office Staff Verification