

**GARAWAY LOCAL SCHOOLS  
SALES PROJECT FORM**

This form is to be used when conducting a fund raising project. The building principal must approve the project before a commitment to the company is made. The RECONCILIATION FORM on the reverse side must be filled in within 2 weeks after the sales project is completed to insure that the items purchased equal the items sold.

A. Name of club/class/activity: \_\_\_\_\_

B. Proposed Sales Project: \_\_\_\_\_

C. Description of items to be sold: \_\_\_\_\_  
\_\_\_\_\_

D. Company purchasing items from (Name and Address):  
\_\_\_\_\_  
\_\_\_\_\_

E. Company Representative: \_\_\_\_\_

L. Dates involved for project: Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
**(Required)**

F. Quantity to be Sold \_\_\_\_\_

G. Projected Sale Price per Unit \$ \_\_\_\_\_

H. Projected Total Revenue (F times G) \$ \_\_\_\_\_

I. Cost per Unit \$ \_\_\_\_\_

J. Total Cost (F times I) \$ \_\_\_\_\_

K. Projected Net Income (H minus J) \$ \_\_\_\_\_

**ATTACH COPY OF SALES BROCHURE, if available.**

**Requested by:**

**Approved by:**

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**GARAWAY LOCAL SCHOOLS  
SALES PROJECT RECONCILIATION FORM**

ITEM DESCRIPTION <small>(attach additional page if more space is needed)</small>	QUANTITY ORDERED	SELLING PRICE	GROSS SALES
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
<b>Total Gross Sales:</b>			\$ _____

LESS RETURNS TO COMPANY:

_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
<b>NET Sales (gross sales minus returns):</b>			\$ _____

DEPOSITS MADE:

Date	Receipt Number	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>Total Deposits:</b>		\$ _____

DIFFERENCE (NET SALES MINUS TOTAL DEPOSITS) \$ \_\_\_\_\_

**NOTE: Difference should be zero (0); but if it is not, explain details:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Advisor's Approval Signature

\_\_\_\_\_  
Principal's Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date