

SALES PROJECT PROCEDURES

1. The Sponsor meets with the Building Cashier to review sales project procedures.
2. A Sales Project Application must be completed. The Building Cashier must acknowledge on the application that they have met with the Sponsor and explained the procedures.
3. **As a Sponsor you are responsible for all unaccounted for shortages of money and product.**
4. A Purchase Order must be processed prior to any merchandise being ordered.
5. As merchandise is received from the vendor it must be checked in and quantities received are to be on the yellow copy of the Purchase Order when payment is approved.
6. All money, merchandise and tickets must be accounted for. An approved sales Record form must be used for accounting of all sales transactions between sponsors and students. a district form is provided for this. a vendor form (invoice) may be used if prior approval has been given by the district Treasurer's Office. This step in the process is critical so that you are able to make an accurate accounting for the project.
7. As the money is received by the Sponsor, from the students, a Cash Transmittal Working Paper is to be completed for the day and turned in with the money to the Building Cashier. Please try, whenever possible, to write in the quantity of product sold for the amount of each purchase. For example, 5 mugs at \$4.00 each and 4 mugs at \$3.00 each, not just mugs.... \$32.00.
8. When the Sales Project is over, a Reconciliation Form is to be completed and turned in to the district Treasurer's Office along with all Sales Record forms (working papers) which validate the reconciliation. This must be done as soon as possible, in order for an discrepancies to be reconciled. The **vendor will not be paid** until all money is accounted for and the Reconciliation is verified by the Treasurer's Office.
9. **DO NOT** change the retail price of goods sold during the sale. This makes it very difficult to keep track of the proper amount of money that you, as Sponsor, will be responsible for.

I, the Sponsor, do thoroughly understand the procedures, accountability, and reconciliation of the sales project.

Name of Sales Project

Name of Activity Club

Sponsor

Date

Building Cashier

Date

Form T-43A-82

FOREST HILLS LOCAL SCHOOL DISTRICT
SALES PROJECT ACTIVITY APPLICATION

BUILDING _____ DATE _____

ACTIVITY _____ # _____

PURPOSE OF PROJECT _____

VENDOR _____

ADDRESS _____ ZIP _____

VENDOR REPRESENTATIVE _____ PHONE _____

ADDRESS _____ ZIP _____

APPROXIMATE STARTING DATE _____ ENDING DATE _____

PRODUCT (S) TO BE SOLD _____

ITEM DESCRIPTION (Unit, etc)	QTY.	UNIT COST	TOTAL COST	UNIT SELLING PRICE	TOTAL POTENTIAL	POTENTIAL PROFIT
Ex: candles	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Signed _____
Activity Sponsor

APPROVED BY _____ DATE _____
Signature of Building Principal

ACKNOWLEDGED _____ DATE _____
Signature of Cashier

Submit in duplicate to Superintendent for approval of proposed project prior to any contractual agreements or commitments.

____ Approved ____ Disapproved _____ DATE _____
Superintendent

COMMENTS _____
