



SALES/EVENT PROJECT POTENTIAL PART I

CLASSROOM SPONSORING SALE _____

SALE PROJECT OR EVENT _____

COMPANY NAME/ADDRESS/PHONE _____

() _____

DATES OF SALE/EVENT _____

PROPOSED SALE TOTAL \$ _____ PROPOSED SALE POTENTIAL PROFIT \$ _____

TEACHER BUDGET ACCT # _____

***ALL PRODUCT SALES MUST BE PRE-PAID BY CUSTOMER UPON ORDER**

***ATTACH REQUISITION/SUPPLY REQUEST FOR COSTS**

SALES PROJECT GUIDELINES

- ALL SALES MUST BE APPROVED BY SUPERVISOR/SUPERINTENDENT VIA A COMPLETED SALES/EVENT POTENTIAL PART I AND A REQUISITION ON FILE BEFORE ORDERS ARE PLACED.
- ALL CHECKS MUST BE MADE PAYABLE TO: MUSKINGUM VALLEY ESC. ALL CASH/COINS/CHECKS MUST BE ITEMIZED ON THE SALES PROJECT CASH DEPOSIT REPORT AND SENT TO THE PRESCHOOL OFFICE FOR DEPOSIT.
- ALL MONEY COLLECTED SHOULD BE TURNED IN PROMPTLY. IF MONEY IS HELD OVERNIGHT IN YOUR BUILDING, IT MUST BE KEPT SECURELY LOCKED.
- COMPLETE SALES/EVENT PROJECT PART II AT COMPLETION OF FUNDRAISER.
- VENDOR INVOICE SHOULD BE SUBMITTED UPON RECEIPT AND PROMPTLY TURNED IN TO THE MAIN OFFICE FOR PAYMENT PROCESSING.

TEACHER SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

SUPERINTENDANT SIGNATURE _____ DATE _____

Approved _____
Denied _____

SALES/EVENT PROJECT PART II

*COMPLETE WHEN SALE/EVENT IS FINISHED

| | |
|---|----|
| TOTAL AMOUNT COLLECTED/DEPOSITED FROM SALES | \$ |
| TOTAL AMOUNT TO BE PAID TO VENDOR FOR SALES | \$ |
| NET PROFIT FROM SALES | \$ |

TEACHER SIGNATURE _____ DATE _____



MUSKINGUM VALLEY ESC SALES PROJECT CASH DEPOSIT REPORT

CLASSROOM SPONSORING SALE _____

SALE PROJECT _____

SITE'S FUNDRAISER ACCT. CODE: _____

DATE: _____

COINS COLLECTED:

| Description | Quantity | Value | Totals |
|--------------|----------|--------|--------|
| Pennies | | \$.01 | |
| Nickels | | \$.05 | |
| Dimes | | \$.10 | |
| Quarters | | \$.25 | |
| Half Dollars | | \$.50 | |

CASH COLLECTED:

| Description | Quantity | Value | Totals |
|-----------------|----------|-----------|--------|
| 1 dollar bill | | \$ 1.00 | |
| 2 dollar bill | | \$ 2.00 | |
| 5 dollar bill | | \$ 5.00 | |
| 10 dollar bill | | \$ 10.00 | |
| 20 dollar bill | | \$ 20.00 | |
| 50 dollar bill | | \$ 50.00 | |
| 100 dollar bill | | \$ 100.00 | |

CHECKS COLLECTED (List individually)

Description (name/check #)

| | Value |
|--|-------|
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TOTAL DEPOSIT (SUM OF TOTALS COLUMN) \$ _____

TEACHER SIGNATURE:

