

**SALES PROJECT POTENTIAL FORM**

Please provide the following information for any sales project conducted. Submit completed form along with a Purchase order, if necessary, for the items you will need to purchase for the sale. After approval, you will be notified to proceed with sale.

ORGANIZATION: \_\_\_\_\_

PROPOSED SALES PROJECT: \_\_\_\_\_

\_\_\_\_\_

NAME OF VENDOR &  
ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TIME PERIOD OF SALE: FROM \_\_\_\_\_ TO \_\_\_\_\_  
(Month & Day) (Month & Day)

Quantity Ordered	Item Description	Cost Per Unit	Selling Price

(attach a brochure or price list if available)

EXPECTED PROFIT: \$ \_\_\_\_\_

SPONSOR/  
ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERINTENDENT \_\_\_\_\_ DATE: \_\_\_\_\_

TREASURER: \_\_\_\_\_ DATE: \_\_\_\_\_