

Wayne Local Schools
SALES PROJECT REQUISITION (FUNDRAISER)

Today's Date _____ Group _____

Proposed Sales Project _____

Purpose of Project (how will funds be used) _____

Proposed Date(s) for Sales Campaign _____

Vendor Name and Address _____

Quantity Ordered _____ Cost per Unit _____

Proposed Sale Price per Unit _____

Requested By:

Sponsor

Building Principal

Treasurer

Superintendent

TO BE COMPLETED AFTER THE SALE

Quantity Sold _____ (A) \$ _____

Expenses: (Purchase orders) _____ (B) \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Quantity Returned _____ (C) \$ _____

Quantity Unaccounted for _____ (D) \$ _____
(Explain on reverse side)

PROFIT OR LOSS – LINE A MINUS LINES B, C & D \$ _____

Requested By:

Sponsor

Building Principal

Treasurer

Superintendent