



## SALES PROJECT COMPLETION

Student Activity Program \_\_\_\_\_

SAA Account Number: \_\_\_\_\_

Description of Project \_\_\_\_\_

Date of Sale: \_\_\_\_\_

### PURCHASES

Vendor (s): \_\_\_\_\_

Item Description:	Quantity:	Unit Price:	Total:
1. _____	_____	\$ _____	\$ _____
2. _____	_____	\$ _____	\$ _____
3. _____	_____	\$ _____	\$ _____
4. _____	_____	\$ _____	\$ _____
5. _____	_____	\$ _____	\$ _____
6. _____	_____	\$ _____	\$ _____
7. _____	_____	\$ _____	\$ _____
8. _____	_____	\$ _____	\$ _____
9. _____	_____	\$ _____	\$ _____
<b>TOTAL PURCHASE: (A)</b>			\$ _____

### RETURNS

1. _____	_____	\$ _____	\$ _____
2. _____	_____	\$ _____	\$ _____
3. _____	_____	\$ _____	\$ _____
<b>TOTAL RETURNS: (B)</b>			\$ _____

**EXPENSE FOR ITEMS PURCHASED FROM VENDORS: (A MINUS B) (C) \$ \_\_\_\_\_**



**REVENUE FROM SALES**

Item Description:	Quantity:	Unit Price:	Total:
10. _____	_____	\$ _____	\$ _____
11. _____	_____	\$ _____	\$ _____
12. _____	_____	\$ _____	\$ _____
13. _____	_____	\$ _____	\$ _____
14. _____	_____	\$ _____	\$ _____
15. _____	_____	\$ _____	\$ _____
16. _____	_____	\$ _____	\$ _____
17. _____	_____	\$ _____	\$ _____
18. _____	_____	\$ _____	\$ _____

**TOTAL REVENUE: (D)** \$ \_\_\_\_\_

**EXPENSE FOR ITEMS PURCHASED FROM VENDORS: (C FROM PAGE 1)** \$ \_\_\_\_\_  
*(Manually bring item C from page one)*

**PROFIT: (D MINUS C)** \$ \_\_\_\_\_

**MONEY UNACCOUNTED FOR (explain below):** \$ \_\_\_\_\_

\_\_\_\_\_  
**Class Treasurer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Staff Advisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Area Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**CTSO Coordinator**

\_\_\_\_\_  
**Date**

*Reference Guide:* Expense = Quantity times Cost per Unit

Revenue = Quantity times Sales Price per Unit

Profit = Revenue Minus Expenses