

**CLAYMONT CITY SCHOOL DISTRICT  
PURPOSE STATEMENT AND BUDGET**

\_\_\_\_\_  
Activity Name

Activity Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Sources of Income	Ending Balance June 30 \$ _____
A. _____	\$ _____
B. _____	\$ _____
C. _____	\$ _____
D. _____	\$ _____
 Total Income	 \$ _____
 Total Balance & Revenue	 \$ _____

Estimated Expenditures:	
A. _____	\$ _____
B. _____	\$ _____
C. _____	\$ _____
D. _____	\$ _____
 Total Estimated Expenditures:	 \$ _____
 Anticipated Ending Balance	 \$ _____

\_\_\_\_\_  
SPONSOR

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
BUILDING PRINCIPAL

\_\_\_\_\_  
SUPERINTENDENT

## SALES PROJECT POTENTIAL

The Sales Project Potential is a form designed to account for the income (actual and projected) from sales projects conducted by student activity programs.

The purpose is to provide information to sponsors and administration the various projects and whether they are functioning in accordance with adopted board policies.

Organization \_\_\_\_\_

Proposed Sales Project \_\_\_\_\_

Company and Address \_\_\_\_\_

Representative \_\_\_\_\_

Quantity to be ordered \_\_\_\_\_

Cost Per Unit \_\_\_\_\_

Proposed Sale Price Per Unit \_\_\_\_\_

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Principal or Bldg. Admin.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

This section to be completed when project is completed.

	Unit Price	Total Cost
Purchases _____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____

Less: Return _____	\$ _____	\$ _____
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Total to be Accounted for _____	\$ _____	\$ _____
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Total Deposited with Treasurer  
Quantity Unaccounted for \_\_\_\_\_  
**(Explain on reverse side)**

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal or Bldg. Admin.

\_\_\_\_\_  
Superintendent

