

**PERRY-HOCKING EDUCATIONAL SERVICE CENTER
SALES PROJECT POTENTIAL PART I**

ORGANIZATION SPONSORING SALE _____

PROPOSED SALES PROJECT _____

COMP ANY ADDRESS AND REPRESENTATIVE _____

QUANTITY TO BE ORDERED _____ COST PER UNIT _____

PROPOSED SALES PRICE _____ PURCHASE ORDER NUMBER _____

DATES OF SALE _____

RULES FOR SALES PROJECTS

1. ALL PROJECTS MUST BE PLACED ON CALENDAR; APPROVED BY THE PRINCIPAL AND SUPERINTENDENT VIA A PART I SALES PROJECT POTENTIAL; AND INCLUDE A PURCHASE ORDER NUMBER BEFORE ANY ITEM CAN BE ORDERED.
2. MONIES COLLECTED MUST BE TURNED IN DAILY BY THE ADVISOR. NO MONEY IS TO BE HELD OVER TWENTY-FOUR HOURS OR LEFT IN BUILDING.
3. AT COMPLETION OF PROJECT, ADVISOR MUST COMPLETE PART II - SALES PROJECT POTENTIAL.
4. ANY GROUP NOT FOLLOWING THESE RULES WILL BE DENIED FUTURE SALES PROJECT APPROVALS.

ADVISOR _____ DATE _____

PRINCIPAL _____ DATE _____

SUPERINTENDENT _____ DATE _____