

**BENJAMIN LOGAN LOCAL SCHOOL DISTRICT  
FUNDRAISER SALES POTENTIAL**

Organization: \_\_\_\_\_ Special Cost Center # \_\_\_\_\_

Proposed Fund Raiser and Purpose: \_\_\_\_\_  
\_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Quantity Ordered: \_\_\_\_\_ Unit Cost: \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY)

Vendor Name and Address: \_\_\_\_\_

Estimated Receipts: \_\_\_\_\_ Estimated Expenditures: \_\_\_\_\_

Estimated Profit: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Coach/Organization Advisor)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Activities Director)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Building Administrator)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Food Service Director)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent)



**FINAL REPORT OF FUNDRAISING PROJECT**

Units Price: \_\_\_\_\_ Units Purchased: \_\_\_\_\_ Units Returned: \_\_\_\_\_

Purchase Order # \_\_\_\_\_ Total Money Deposited: \_\_\_\_\_

Total Expenses: \_\_\_\_\_

Total Discrepancies: \_\_\_\_\_

Total Profit: \_\_\_\_\_

Explanation of Discrepancies (product on hand, breakage, loss, etc.): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Coach/Advisor Date Activities Director Date