

Alachua County Public Schools
Business Services Division

Sales Report – Sales Event #

School Name _____ Sponsoring Group _____

Type of merchandise or activity _____ Sales unit _____

Purchased from _____

Quantity bought _____ units X \$ _____ ea. = Total cost \$ _____
(purchase price)

(Units must be expressed and accounted for in terms of the individual sales unit, not in cases, etc.
Total cost and unit cost must include freight and Florida sales tax.)

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POTENTIAL MAXIMUM SALES:

Quantity bought _____ units X \$ _____ ea. = Total due \$ _____
(selling price)

Sales Collections:

***Official Receipt No./Amount**

Official Receipt No./Amount

Official Receipt No./Amount

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Units sold _____

Total Sales Receipts \$ _____

*List additional receipts on
reverse

Difference (if any) \$ _____
(Total due less total)

I certify that any difference is due to:

Signed: _____
Sponsor

Verified: _____
Bookkeeper

Date: _____

Date: _____