

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: \_\_\_\_\_