

CONCESSION SALES

Concession sales at all student activities shall be approved by the principal. They may be operated by student groups, faculty groups, or by outside groups authorized by the principal.

An analysis of each item sold by the school must take place yearly. The teacher/sponsor should complete a sales report when inventory items are sold. A new beginning inventory and sales report must be completed by the teacher/sponsor when the price of an item changes.

Inventory Reports must be completed when inventory is purchased for resale using internal funds. The Inventory Report should include type and quantity of items purchased, actual costs, sales price, and profit information. The report should also indicate the status of any unsold inventory (spoiled, salvaged, donated, retained for future sale, etc.). The Inventory Report should accompany the ROMC and funds when turned into the SFA. The teacher/sponsor should witness the SFA verify the collection and issue the Official Receipt.