

Michigan Technological University

Sales Request Form

Name: _____ Department: _____

Describe the proposed sales activity in detail. Include what is being sold, the business purpose, indicate if the product is being produced or purchased from a supplier and how the sale contributes to the department and university mission.

Is this activity associated with a sponsored project? Yes No If yes, provide the index and project name:

Index: _____ Project Name: _____

What is the expected price? _____ Will sales tax be collected? Yes No

Indicate how the price was determined:

Submit detailed information on the type and amount of the anticipated revenue and expense.

Who are the potential customers? Current Students General Public Faculty Staff Alumni

How do you intend to reach customers?

Please indicate how sales will be conducted: Online sales In-Person Sales Both

If in-person sales, indicate the location:

Who is the cash custodian?

Are credit cards currently accepted as a form of payment in the department? Yes No

Index for revenue: _____ OR if a new index is needed, financial manager for the index:

Requestor Signature: _____ Date: _____

Approved By:

Department Chair or Director: _____ Date: _____

Forward completed form to Financial Services and Operations

FSO: _____ Detail Code: _____

Risk Management: _____ Tax Accountant: _____