

# Michigan Technological University

## Sales Request Form

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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.

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

Index: \_\_\_\_\_ Project Name: \_\_\_\_\_

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

Indicate how the price was determined:

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

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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: \_\_\_\_\_

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Forward completed form to Financial Services and Operations

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FSO: \_\_\_\_\_ Detail Code: \_\_\_\_\_

Risk Management: \_\_\_\_\_ Tax Accountant: \_\_\_\_\_