



NAZARETH UNIVERSITY

SALES OF GOODS

Complete form when selling items for any type of fundraising event.

Date []

Prepared By []

Tax Rate	Items	
4%	Clothing under \$100	Footwear under \$100
8%	Any tangible items besides the above 4% tax items (ex: water bottles, lanyard, & etc.)	
	Sales by remote (by phone or by email)	

1. Item Sold []

Describe the details

\$ Collected [] GL Acct# []

Put in \$ amount

xx-xxxxxxx-xxxxx

Sales Tax Rate 11-0000000-23022	<input type="radio"/> 4%	\$ Collected X 4%	[]
			Put in \$ amount
	<input type="radio"/> 8%	\$ Collected X 8%	[]
			Put in \$ amount

Comments []

2. Item Sold []

Describe the details

\$ Collected [] GL Acct# []

Put in \$ amount

xx-xxxxxxx-xxxxx

Sales Tax Rate 11-0000000-23022	<input type="radio"/> 4%	\$ Collected X 4%	[]
			Put in \$ amount
	<input type="radio"/> 8%	\$ Collected X 8%	[]
			Put in \$ amount

Comments []

3. Item Sold []

Describe the details

\$ Collected [] GL Acct# []

Put in \$ amount

xx-xxxxxxx-xxxxx

Sales Tax Rate 11-0000000-23022	<input type="radio"/> 4%	\$ Collected X 4%	[]
			Put in \$ amount
	<input type="radio"/> 8%	\$ Collected X 8%	[]
			Put in \$ amount

Comments []

* If you have any questions, please contact Financial Analyst at X2032.