

# Booth Hill School PTA Online Sales Report

Online Sales for Committee: \_\_\_\_\_

\*Online Sales Reports must be submitted on the first of each month. Sales should be reconciled for your committee for the month preceding.

Online Sales Begin Date MM/DD/YYYY: \_\_\_\_/\_\_\_\_/\_\_\_\_

Online Sales End Date MM/DD/YYYY: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Number of Transactions: \_\_\_\_\_

Total **Gross** Sales for this time period: \$ \_\_\_\_\_

Estimated Total Fees paid for Sales: \$ \_\_\_\_\_

\*Fees are estimated 2.2% of gross sale amount + \$0.20 per transaction

Estimated **Net** Sales for this time period: \$ \_\_\_\_\_

**\*\*Please attach detailed committee Sales Report from MSA for time period noted above.\*\***

Your Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Signature of person submitting reimbursement form:** \_\_\_\_\_

Reviewed by Treasurer on MM/DD/YYYY: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Sales match with PayPal deposits? YES / NO

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

**Please forward completed forms to the BHS Main Office:  
Attention: John O'Connor, PTA Treasurer / boothhillschoolpta2018@gmail.com**