# Internal sales approval and implementation checklist

| Step | Task | Complete? |
|:---:|---|---|
| 1 | Verify that the activity is an Internal sale. See "Is your activity an external sale?" information here. | |
| 2 | Complete the Internal/External Sale Approval form and send to extsales@umn.edu for review. See Administrative Procedure: Obtaining Approval to Conduct Internal Sales Activity. | |
| 3 | Complete the Internal/External Business Proposal Outline and sent to extsales@umn.edu for review. See Administrative Procedure: Obtaining Approval to Conduct Internal Sales Activity. | |
| 4 | Complete a Rate Development Template and sent to extsales@umn.edu for review. See Administrative Procedure: Establishing Internal Sales Rates. | |
| 5 | After the Internal Sales Compliance Office has completed review, obtain administrative approvals. | |
| 6 | Establish an accounting structure. See Administrative Procedure: Establishing an Internal Sales Accounting Structure. | |
| 7 | Complete activity and invoice. | |