

**School District of Okaloosa County
Finance Department
On-Line Product/Activity Set-Up Form – My School Bucks**

MIS 6106
8/2020

Product/Activity Name:	
Product/Activity Description that you would like to appear on web: (Type exactly as you would like it to appear. Information examples include Date of Activity, Course or Class, instructions for form, etc.)	
Who will be able to purchase this product/activity?	<input type="checkbox"/> School Only <input type="checkbox"/> Public/District-Wide
Will you require a student name?	<input type="checkbox"/> Yes <input type="checkbox"/> No (You will normally want to require a Student Name so that you will know for whom the payment was made. You have the option to not require a Student Name for products/activities available to the public such as donations.)
Which Grade Levels may purchase?	<input type="checkbox"/> All <input type="checkbox"/> N/A <input type="checkbox"/> K <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th
Price:	\$
Do you have multiple options, such as sizes and/or colors? If so, please specify. If there will be difference prices, specify the prices beside the options.	<input type="checkbox"/> Yes <input type="checkbox"/> No Options to Include:
Will you have a different price for Free and/or Reduced? If yes, specify amount(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No Free \$ Reduced \$
Do you want to allow the purchaser to enter an amount rather than having a set price?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want to allow multiple payments, such as large field trips? If yes, specify the amount of the payment and how often it must be made.	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount of Payment: Payment Every: <input type="checkbox"/> Week <input type="checkbox"/> Two Weeks <input type="checkbox"/> Month
Do you want to enter an inventory for the system to track?	<input type="checkbox"/> Yes <input type="checkbox"/> No Inventory (If inventory is per size and/or color, please specify):
Sponsor/Teacher Name:	
Sponsor/Teacher E-mail Address:	@okaloosaschools.com
Additional E-Mail Addresses to Receive Purchase Notifications:	
Date to Go Online for Sale:	
Date to Go Offline for Sale:	
Account Name:	
Sub-Account, if applicable:	

Date Submitted:	
Signature of Sponsor/Teacher:	

BOOKKEEPER USE ONLY:

Date Entered On-Line:	
G/L Account Number:	

