

RevTrak

PfISD accepts debit/credit card payments through RevTrak via the PfISD Web Store (online) or Order Entry (in person). Card readers are available, but are not necessary, and can be borrowed, rented, or purchased from RevTrak.

The cost of accepting debit/credit card payments is 3.99% of the total debit/credit card payments received. A **4.15% non-refundable Service Fee is charged to the customer** to offset the 3.99% RevTrak fee. Therefore, the total debit/credit card payment received for a \$50.00 product will be \$52.08 (\$50.00 + 4.15% Service Fee). The 3.99% RevTrak fee for this \$52.08 is \$2.08. So, the \$2.08 non-refundable Service Fee received covers the \$2.08 RevTrak fee paid.

To set up a new product in RevTrak, follow the instructions to complete a **RevTrak New Item Information Sheet** and email it to the Campus Support Accountant. **A REVTRAK PRODUCT SHOULD NEVER BE SET UP WITHOUT FINANCE APPROVAL.**

NOTE: If the RevTrak product is for Activity Funds (Campus or Student), an **Activity Funds Collection Pre-Approval & Record** must also be completed and approved by Finance. Activity Funds should only be collected for a specific need/purpose, therefore the planned use/need for the Activity Funds to be collected must be specified on this form.

Finance will assign the Product SKU and Account Code and forward the completed form to RevTrak. You will then work directly with RevTrak to finalize your product in RevTrak.

NOTE: Each product in RevTrak must have an account number for posting purposes. For Campus Activity Funds, an expense budget code will also be assigned in order to budget all Campus Activity Revenue received via RevTrak.

Email notifications for up to two people can be set up for each RevTrak product payment received so you can monitor the payments being posted to your accounts.

Start and End Dates for the product should be specified to prevent products from appearing in RevTrak outside the available period of time for the product.

For products already set up in RevTrak, RevTrak transfers all orders (payments received) through midnight to our Online Bank Account on a daily basis (usually the second day after the orders are placed). Finance then transfers the funds to the appropriate accounts set up for the products. You are able to monitor these transactions and verify the funds received via the **RevTrak Dashboard**.

Refunds requests should be emailed to the Campus Support Accountant. You must **attach the original RevTrak order, or at minimum the order number**, and specify if **all or a portion of the amount** received is to be refunded including an **explanation**. If approved, the refund will be processed in RevTrak and receipt emailed to you verifying the refund.

For more information, please contact the Campus Support Accountant who can put you in contact with the RevTrak Client Services Representative to demonstrate available options for your needs. You can also check out the RevTrak [website](#) for news and events, including quarterly newsletters to which you can subscribe to stay up to date on the services available and learn how other school districts are using RevTrak.