

Online Payment Request



The purpose of this form is to request an activity be set up in My Payments Plus to accept online payments. If you have not already completed the Collection of Funds application, you must do that first. The Collection of Funds application can be found on the [CHISD Business Office web page under forms](#).

Activity Name

What is the payment for? Yearbook, Athletic Fees, ID Badge, Key Card, etc.

Description

Please provide a more detailed description if you desire, such as Cedar Hill High School Yearbook 2021-2022. The parent will see this detailed description when they click on the activity.

Which campuses should be able to view/purchase this activity?

Select all that apply.

- | | | |
|--|--|---|
| <input type="checkbox"/> All | <input type="checkbox"/> Cedar Hill HS | <input type="checkbox"/> Collegiate HS |
| <input type="checkbox"/> Permenter MS | <input type="checkbox"/> Coleman MS | <input type="checkbox"/> Collegiate Academy |
| <input type="checkbox"/> Bray ES | <input type="checkbox"/> Plummer ES | <input type="checkbox"/> High Pointe ES |
| <input type="checkbox"/> Highlands ES | <input type="checkbox"/> Waterford Oaks ES | <input type="checkbox"/> Lake Ridge ES |
| <input type="checkbox"/> Collegiate Prep | <input type="checkbox"/> S.T.R.I.V.E. | |
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Which grade levels should be able to view/purchase this activity?

Select all that apply.

- | | | |
|---|---|---|
| <input type="checkbox"/> All | <input type="checkbox"/> Pre-Kindergarten | <input type="checkbox"/> Kindergarten |
| <input type="checkbox"/> 1 st grade | <input type="checkbox"/> 2 nd grade | <input type="checkbox"/> 3 rd grade |
| <input type="checkbox"/> 4 th grade | <input type="checkbox"/> 5 th grade | <input type="checkbox"/> 6 th grade |
| <input type="checkbox"/> 7 th grade | <input type="checkbox"/> 8 th grade | <input type="checkbox"/> 9 th grade |
| <input type="checkbox"/> 10 th grade | <input type="checkbox"/> 11 th grade | <input type="checkbox"/> 12 th grade |
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Registration START Date and Time

What date and time do you want this activity to begin being available for online payments? To avoid confusing parents, please do not overlap school years for payment collections that last an entire year.

Date: _____ Time: _____

Registration END Date and Time

What date and time do you want to end availability of online payments?

Date: _____ Time: _____

Activity START Date and Time

The activity date is the actual date of the event. This can be one hour, one day, one school year, etc.

Date: _____ Time: _____

Activity END Date and Time

Date: _____ Time: _____

Price of the activity.

You have the option of charging a smaller or no fee to students who are approved for free/reduced lunch. If you choose not to differ the amount, please list the same dollar amount in each section.

Full Price _____ Reduced _____ Free _____

Account Code and Description

Provide the expense account for the campus or student group. This is where the funds will be added in Skyward for you to have access to make purchases. Example: 461 E 11 6399 00 XXX 0 11 XXX Cedar Hill HS campus activity fund. If you do not know the account code, please provide the student group name and the school secretary or business office will identify the corresponding account code.

Contact Name

To be included in My Payments Plus for any questions from parents, students, staff or guests.

Contact Phone

To be included in My Payments Plus for any questions from parents, students, staff or guests.

Contact Email

To be included in My Payments Plus for any questions from parents, students, staff or guests.

Location

If this is an event please include the address and any other helpful information, such as Gym A, performing arts center, enter in the back, etc.

Maximum Amount of Tickets or Merchandise

If there is a maximum amount of items or tickets available for purchase, please provide the amount here.

Who can purchase this activity?

You have the option of limiting this purchase to the following groups. For an activity such as yearbook, library fines, etc. you would want to mark students. For a campus-wide fundraiser you may want to check all.

- Students
 Staff
 Guests

Payment Model

Fixed price is for purchases of one item. Quantity would be used when you want to allow the option of purchasing more than one, such as tickets, t-shirts, etc. Variable price would be used when you want the purchaser to choose the amount, such as for donations.

- Fixed Price
 Variable Price
 Quantity

Allow partial payments - What is the minimum payment?

Partial Payments - when is the final payment due?

Email Notifications

Please provide the email address for the payment notifications. You may list multiple email addresses.

Payment Notification Frequency

Please choose one.

Daily Weekly

Miscellaneous Information

If you would like to include a thumbnail image next to the item, please email the appropriately sized image with this request.

Images larger than a thumbnail may be included. However, it will be a link that the purchaser must click on before it is visible.

Please attach the approved Collection of Funds application to this request. The Collection of Funds application **MUST** be approved before posting a fee or activity on MPP.

If you need to collect data with the payment information, please work with the campus secretary to get the form setup. Examples of data to be collected: clothing sizes (youth and/or adult), permission slips, field trip lunch choice, etc.

Will you need a purchase order to pay for any expenses associated with this sale? If so, please provide the date PO is needed by. _____

Deposits are processed weekly.

Please consider including a refund policy message in your listing.

Please consider including a receipt message. Such as shirts will be delivered on 9/15.

Name and Email Address for Person Submitting this Form