

REQUEST FORM TO USE EZPAY SERVICES

1. Name of group/event to be listed on EZpay _____

Examples: Student Council – Homecoming Tickets
Art Club – Dues
FCCLA – Fall Leadership Conference

2. Reason for collection of funds _____

Examples: Sale of t-shirts
Sale of Prom tickets
Zoo field trip

3. Money collected will be used to _____

Examples: Field trip – to purchase zoo ticket, t-shirt, and lunch.
Prom tickets – to help pay expenditures for Prom.
Art dues – to purchase art supplies for afterschool projects.

4. Cost per student _____

5. What account will these funds be deposited? _____

6. When do you want this to begin on EZpay? _____

7. When do you want this to end on EZpay? _____

Enter the date you wish this item to no longer be available. Example: 4/26 means sales end at midnight on 4/25.

8. What grades is this listing available? _____

9. If you are selling T-shirts, what are the available sizes and prices for each?

Example: S, M, L, XL = \$10 each, 2XL and 3XL = \$12 each

10. One, two, three or none people can receive an email from EZpay when a student's account has been paid for this listing. Who would you like to receive these emails? List the email addresses.

- 1) _____
- 2) _____
- 3) _____

Requested by (print name) _____

Signature of Person Making Request

Date

Treasurer

Date