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