

Request Form to Use Square

1. Name of group/event to be listed on the Square

2. Reason for collection of funds, (what are you selling)?

3. Money collected will be used to

4. Cost per student (can be variable)

5. What account will these funds be deposited _____

6. When do you want this to begin? _____

7. What building is this for? _____

8. Requested by (please print)

9. Email address _____

Signature of Person Making Request

Date

Treasurer
Instructions

Date

1. Fill out request form with all information
2. Send to Treasurer's office to set up the item on the square
3. There will be a square in each building, located in the office
4. Passcode for the square is 1234
5. Go to register app
6. Find the item you are trying to purchase - select it
7. Once you select it, it will appear on the right under **current sale**, continue selecting items until you are done
8. After you are done selecting all of the items to purchase, hit the **blue** button at the bottom on the right
9. Swipe card, it will tell you if it was approved or declined
10. Have person sign with **finger, hit done signing**
11. Next, it will ask if the person would like a receipt, 3 options **text, enter their cell number, email, enter their email address, or no, thanks**, then enter send for text or email
12. At the end of the day, go to bottom of the register and select on the left side **≡**
13. Go to reports, select time frame, this should give you a total for the day
14. Select the email icon in the upper right corner - this will automatically send to Kristen
15. Complete a pay-in, indicate "square" at the top of the pay-in and send to Brenda