

MySchoolBucks Product Request/Modification Form

A separate form must be submitted for EACH item such as dues and t-shirts

Campus/Department/Club _____

Person Requesting Product _____

Product Name _____

Product Type (check one) Fee/Dues* Donation
Item for Sale Other

Price or "Varies" \$ _____ (if price varies, purchaser will enter the amount to pay)

Budget code _____

Who should be able to purchase or pay for this product? ** _____

Description to be seen by purchaser _____

Period available for purchase Start date: _____ End date: _____

Email Notification? Y / N If "Yes", email address: _____
(note: if you choose "Yes" you will receive an email each time the product is purchased)

Other Information you wish to collect:
(List below or attach a separate document)

* Certain fees, such as those required for a course, can be invoiced directly to the parent contact on file. Contact Carolyn Wachsmann if you think your fee qualifies.

** Examples: all students on my campus; anyone; only the 4th graders; only those in the XYZ class

Save a copy of your form for easier modification whenever needed!