



MPS WebPay

Completing this form will allow the Student Activities Department to make available on the District WebPay a way for online payments to be received.

SCHOOL: _____

Account Number(s): _____

What?

What will you be selling? _____

What will you be selling? _____

COST?

\$ _____
Item Cost

\$ _____
Item Cost

WHEN?

Start date of webPay _____ Last date on webPay _____
(These are the dates that your sales will be published on the web for payments)

Flyer?

Do you have a flyer for your sales? Yes No
If so, send it along. We can take an image; we can use information from it.

What information would you like to see on your Revenue Payment Report?

____ Student Name

____ Teachers Name

____ Parent Name

____ Grade Level

____ Phone Number

____ Other: _____

You can run your Revenue Payment Report through touchbase. Do you need access?
Yes or No

Printed name – person submitting request

Date

Contact email

Contact Ph#

Admin Approval

Date

Please email or send via inter-office mail to your student activities clerk in the student activities department