



RevTrak Item Set-Up Request

Fee Name <i>2013-2014 Soccer Uniform</i>	
Cost <i>\$50</i>	
Deposit Account <i>HS Activity Account</i>	
Account Code <i>865-L-00-2190-00-001-0-00-315</i>	
Department/Report <i>Band</i>	
Item Assessed Service Fee? <i>Always yes</i>	
Item Eligible for Shipping? <i>No</i>	
Description to Appear on Web Store <i>"Band Registration Fee"</i>	
Information to be Collected from Customer <i>Student Last Name, First Name, and Grade</i>	
Where Should This Item Appear <i>Web Store and/or Order Entry (Card Swipe)</i>	
When Should This Item Show <i>08/01/17 - 12/01/17</i>	
Email Notifications (?) <i>Person's Name and Email Address- Always Campus Bookkeeper</i>	
Notes: <i>Anything special not addressed above</i>	
Online Paymets and/or Order Entry: <i>Online Payments as well as scanner available?</i>	

Requestor Signature: _____

Date: _____

Principal Signature: _____

Date: _____