

**Pearl River School District**  
**MySchoolBucks School Store Product Set Up Form**

- 1 **School/Location Name:** \_\_\_\_\_
- 2 **Name of Contact Person:** \_\_\_\_\_
- 3 **Contact Email:** \_\_\_\_\_
- 4 **Contact Phone #:** \_\_\_\_\_
- 5 **Product Name** \_\_\_\_\_
- 6 **Description of Product** \_\_\_\_\_
- 7 **Product Price** \_\_\_\_\_
- 8 **Product Start Date** \_\_\_\_\_
- 9 **Product End Date** \_\_\_\_\_
- 10 **What other information would you like to add to your Product Sale Page:**

- 11 **Where will funds be deposited?**

*G/L Account Name:* \_\_\_\_\_

*G/L Account #:* \_\_\_\_\_

- 12 **Permission slip required?** \_\_\_\_\_

**\*Please note: when determining the price of the product, please include an additional 4.6% PLUS \$0.40 to cover the MySchoolBucks fees\***

*For Business Office Use Only*

<b>Verified by Business Office</b> _____	<b>Date</b> _____
<b>Verified by Treasurer</b> _____	<b>Date</b> _____

Once completed, please email this document to Daniela DiToma at [ditomad@pearlriver.org](mailto:ditomad@pearlriver.org).  
Please send at least one week prior to the product start date.