

Wayland Union Schools
Online Web Store Payment Request Form

Date: _____

Name of Item/Fee: _____ (i.e. 2011-12 Soccer Uniform)

Cost: _____

Start Date to appear on web store _____ End Date _____

Account Code _____

Dept/Report _____ (i.e. athletics)

School _____

Description to appear on Web Store: _____
(i.e. Purchase your Wildcat Soccer Uniform) _____

Information to be collected for each purchase: _____
(i.e. Student Last name, first name, and size) _____

Confirmation Email: _____

Additional Information:

You can send a picture of your item to accountspayable@waylandunion.org to appear with the item online.
Call Alicia Harter ext. 3004 with any questions.

Contact Name (coach/director)

Principal Signature

Forward this to Business Office when approved. A minimum of three weeks before start date is preferred.

Sent to RevTrak _____
Confirmation of Item added _____
Revenue received _____