



# Credit Card Payments:

## Food Service to Field Trips

# Food Services Fees:

- Struggling with unpaid lunch balances?
- NSF checks?
- Parents requesting to pay by credit card?

# Benefits to credit card payments:

- \*\*Less time spent by staff tracking down payments
- \*\*Balances are often never in the negative
- \*\*Reduction in NSF checks
- \*\*Ease of payment by parents from their home computer/phone

# Ease of use with SIS:

\*\*Payments updated in real time once the payment is accepted. Parents may view payments on the portal

\*\*Reporting that can be sent to the County Treasurer and payments reflected in the correct fund

\*\*Reporting that is easily shared with the Business Official for balancing

# Payments made thru District Website:



Pay Food Service Fees

Pay Athletic Fees

Pay Field Trip Fees

(6th & 8th Grade Trips Only)

# Athletic Fees:

- \*\* Again ease of use by parent from their own home
- \*\* Payments can go to separate bank than Food Services
- \*\* Payment notice can go to AD, Activities Clerk, Business Manager
- \*\* Ease of tracking payments

# Sample Athletic Fee Payment Report:

[Entry]: Cross Country Participation Fee (\$25)

Order 10073004 placed: 3/27/2019 11:45:44 AM

Student Name:: XXXXX First Student Name:: XXXXX Last

Grade:: 8th

Parent Name:: XXXXX First Parent Name:: XXXXX Last

Phone Number:: (406) 123-4567

Email:: [XXXXXX](#)

# Field Trip Fees:

\*\*Great for those trips that require a greater cost than most, ie. 8th grade History Trip, 6th grade Big Creek Trip

\*\*Can design with a drop down for a certain amount or let the parent fill that in (maybe some fundraising was done).

\*\*Can determine to leave the payment option up indefinitely or can put a time limit on it, ie. 2 months.

\*\*Payment Notice goes to classroom teacher, Activities Clerk, Business Manager



# Sample Field Trip Payment Report:

Entry]: Big Creek 6th Grade Field Trip

Order 10327002 placed: 4/19/2019 10:20:3

Student Name:: XXXXXFirst Student Name:: XXXXLast

Grade:: 6th Home Room Teacher:: Dover

Parent Name:: XXXXXFirst Parent Name:: XXXXXLast

Phone Number:: (406) 123-4567

Email:: [XXXXXXXX](#)

Payment Amount:: \$60.00

# Food Service/Activities Gross Report

## West Valley School District Web Store Gross Report

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From 4/17/2019 to 4/17/2019

Sorted By Date

Deposit Account : West Valley Schools

Order	Time	Payor	Amount	Total
<b>04/17/2019</b>				
10282008	12:25AM	██████████	\$30.00	\$31.12
10225008	04:52AM	██████████	\$50.00	\$51.88
10154008	07:13AM	██████████	\$200.00	\$207.50
10094037	07:19AM	██████████	\$10.00	\$10.38
10052040	07:19AM	██████████	\$25.00	\$25.84
10102005	07:31AM	██████████	\$150.00	\$155.62
10289008	05:03PM	██████████	\$50.00	\$51.88
10286008	11:08PM	██████████	\$50.00	\$51.88
10156024	11:08PM	██████████	\$50.00	\$51.88
			<b>Total</b>	<b>\$615.00</b>
<b>04/17/2019</b>			<b>Grand Total</b>	<b>\$638.08</b>

\$638.08

3.61% SWC CRG TO  
Percent

# Recommendations:

- \*\* "Soft opening" where you put the info out verbally to a few to try or can announce through SIS
- \*\* Bring other people in on the process to work out the kinks
- \*\* Move into it gradually. In our case, Food Service payments first and then 16 months later Athletic Fees and Field Trip fees

# QUESTIONS???

Contact Info: Cindy Foley, Business Manager/District Clerk, West Valley School District, 406-755-7239 or [cfoley@westvalleyschool.com](mailto:cfoley@westvalleyschool.com)

Kim Aarstad, Business Manager/District Clerk, East Helena School District, 406-227-7700 or [kaarstad@ehps.k12.mt.us](mailto:kaarstad@ehps.k12.mt.us)