OSP Product Set Up Form

Required Information

Product Name (31 Character Limit)

Product Description (500 Character Limit)

Sponsor/Teacher (First Name, Last Name, and Email Address)

First Name: | Last Name:

Email:

Sale Dates (Date Format mm/dd/yyyy)

Online Date: /   /   Offline Date: /   /

Price (Fixed or Variable)

☐ Fixed (Add a Price - ex. $1.00) $ ☐ Variable (No Price - ex. Donation)

Grade Level (K-12, All, or N/A)   **Fund Account** (**Leave Blank if Unknown**)

Number :   Description:

Additional Options and Notes

Check Boxes Below if Applicable – Features marked with * may not be available at your school

☐ Limited Quantity - How many? _____

☐ Maximum allowed per student
   How many? _____

☐ Product Image (If yes, submit file to bookkeeper)

OSP Modules :   ☐ OSP   ☐ OTR   ☐ OMS

☐ No Student ID Required   ☐ Taxable

☐ Ticketed Item (Barcode Item) *

☐ Verify Grade Level (If Required) *

Product Description Continued (Additional Text if Exceeding Product Desc. Character Limit Above)

Other Notes

Approval Signature   Date