



Authorization for Parent Groups and Organizations to Set Up a SchoolPay Account

Portland Public Schools implemented SchoolPay, a web based payment portal for the District's schools and programs. This program streamlines the payment process for items such as athletic fees, donations, event tickets and purchases. It also allows for those items to be paid for either online or onsite using a credit card.

As part of the District's contract, non-profits who were established to directly support District activities can set up a SchoolPay online account and only pay for the credit card processing fee of 3.49% for each transaction amount. These accounts can be set up to collect payments for items such as membership dues, donations, fund raisers or miscellaneous items. Payments and purchases can be made either directly through the non-profit's individual SchoolPay site or through the District's individual school sites, and all payments go directly to the non-profit. To set up a SchoolPay account the non-profits must follow the requirements below:

- Must be a 501 C (3) created to support activities at the District
- Must follow General Criteria for Fund Raising Projects based on the District's Administrative Directive 7.10.021-AD and other District Guidelines
- All fundraising must benefit the students of the District
- Each non-profit is limited to no more than 20 items in SchoolPay at one time
- All items must be appropriate for a School District
- Non-Profits are required to set up their SchoolPay account, receive training and get support directly from SchoolPay at 888-886-9729. They are not to rely on the school staff for such purposes
- **Must provide a copy of the following documents Non-Profit Certification from and W9**

Portland Public Schools has the right to interrupt user accounts due to inappropriate use.

Please complete the following form to set up your non-profit with SchoolPay:

School Name: _____

Non-Profit Name: _____

Non-Profit Tax ID #: _____

Non-Profit President/CEO Name: _____ Signature: _____

Non-Profit Email: _____ Phone Number: _____

School Principal's Approval: _____ Date: _____

Central Office Finance Approval: _____ Date: _____

Please turn this form in to the School Office. The Principal's Secretary/Bookkeeper will scan/email the completed form to xbf@pps.net where the Finance Division approval will be obtained.

After your request has been reviewed and approved, the Student Body Funds coordinator will forward this form to SchoolPay. A representative from this company will contact the non-profit directly and provide the appropriate credentials for the user to access the new account.

Questions? Please contact Student Body Funds support via email at xbf@pps.net or by phone at 503-916-3757.