

## PayPal/Zelle Procedures

For any committees looking to use the Online Store and PayPal and/or Zelle

***At least 14 days prior to the start of PayPal/Zelle sales – provide the following to the Webmaster and Treasurer***

1. Request and receive approval from your Vice President if you wish to utilize the Online Store
2. Once approved, provide the Online Store Chair the information relevant to your sale.
  - a. Relevant Information could include:
    - i. Sale start and end date
    - ii. Unit price
    - iii. Description of items being sold
    - iv. Sizing
    - v. Options
    - vi. Name and email of person in charge of sales – They will receive the reports by email.
  - b. Specify what information must be captured at the time of sale. For Example:
    - i. Color and/or size of a t-shirt
    - ii. student name
    - iii. grade
    - iv. teacher
3. Reporting: Notify the Online Store Chair when you need to receive a report. Please give several days notice for reports to be run

### Recording Sales

1. During sales period, please record every PayPal/Zelle transaction in the Sales Log (see next page)
2. Without the Sales Log, the Treasurer can't properly allocate funds to the correct committee

### Additional Reporting Information:

#### PayPal Reports:

1. The Online Store Chair, Treasurer and Website Chair have the ability to print PayPal sales reports and determine

