

Request to Add Fees to Student Accounts in Skyward

Club or Class _____

Detailed Information why this needs to be added to Students Account:

Account Number _____

Source Code	Description	Fund 10	Fund 21
262- resale	product is on hand, already paid for	Y	Y
291- Fundraising/ Gifts	order form filled out prior to items purchase	Y	Y
292-Student Fees	Student fees for classes	Y	N
279- other school activity	Registration/fees alternate for Fund 21	N	Y

Amount each student needs to be assessed _____ \$ _____

List of Students or Roster with alpha code completed with this request

(Preferably done and sent in excel)

Your Name _____ Date _____

When completed please return/ send to office.