



School Bookkeeper Information Sheet

Monies Process

Spring 2021

- Art teachers will collect money for the tag art orders. They will use a Monies Collected Form and provide receipts to students.
- Money is deposited into your school's internal art account.
- The authorized cardholder may go to DPRINT's secure portal to make payment and upload the completed Order Summary spreadsheet. This spreadsheet self-calculates items and sales tax according to county. **Paperclip** a paper copy of the Order Summary to an envelope containing the original artwork for your school.
- Send all artwork to Shari Bruns. DPRINT will return the artwork along with the printed products according to the timeline set by your county. The deadline for placing orders and receiving monies is **March 15th.**
- Your school's profit on each tag will be approximately \$8.00. (Note: All participating schools will receive a share of the sponsorship proceeds in May.)
- In the large envelope provided, teachers are to send Shari Bruns a copy of the Monies Collected Form with the orders (designs attached) and the top FIVE (5) designs they selected for judging. Of the FIVE (5), an entry label must be placed on the back of the tag artwork. The deadline for all artwork and order submissions is **March 15th.** (Questions: Shari Bruns 651-7669)
- Please be sure your art teacher completes a Fundraising Activity Approval Form.
- Your assistance to help the art teachers handle the paperwork is greatly appreciated!



Tag Vendor:
DPrint
2710 New Tampa Highway
Lakeland, FL 33815
Phone: 1-800-888-8545
Fax: 1-863-686-7498

