

# OSP Product Setup Form

Required Information			
Product Name (31 Character Limit)			
Product Description (245 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)			Grade Level (K-12th, All, NA)
<input type="checkbox"/> Fixed (ex. \$1.00)	\$		
<input type="checkbox"/> Variable (ex. Donation)			
Fund Account (Leave blank if Unknown)			
Number		Description	

Additional Options and Notes	
Check Boxes if Applicable - Starred Features May Not be Available at Your School	
<input type="checkbox"/> Limited Quantity (Inventory) How Many? _____	<u>OSMS Software</u> <input type="checkbox"/> OSP <input type="checkbox"/> OTR <input type="checkbox"/> OMS <input type="checkbox"/> No StudentID Required
<input type="checkbox"/> Maximum Allowed per Student How Many? _____	<input type="checkbox"/> Taxable <input type="checkbox"/> Ticketed Item (Barcoded Item) *
<input type="checkbox"/> Product Image (If Yes, Submit File to Bookkeeper)	<input type="checkbox"/> Verify Grade Level (If Required) *
Product Description Cont. (Additional Text Exceeding Character Limit Above)	
Other Notes	

Approval Signature \_\_\_\_\_

Date \_\_\_\_\_