

# Order Approval Checklist

## Product Orders

- Order Description (bold at top of order– should give basic info (e.g., “Mickey’s Math”))
- One vendor per order
- “Item” column lists product
- Order type correct
- Consumable/non consumable correct
- Educational Relevance matches
- Direct URL in comments - open and check
- Tax and shipping bundle added with correct quantity
- Secular and appropriate for student

## Service Orders

- Order Description (bold at top of order– should give basic info (e.g., “Minnie’s Swim lessons – Sept.”))
- One vendor per order
- Waiver uploaded (far left)
- “Item” column has lists service
- Marked as Service
- One Month/Semester per order (Lesson/Each can be multiple)
- Marked Consumable
- Educational Relevance correct
- Service start and end date correct (1 month per order) (Up to 2 months in advance)
- Student age
- URL– required for digital/online services (e.g., Outschool, etc)

## Subscription Orders

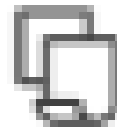
- Order Description (bold at top of order– should give basic info (e.g., “Donald’s Tinkercrate”))
- One vendor per order
- “Item” column has order description
- Order Type Subscription/membership/passes
- Marked Consumable
- Delivery option correct
- Educational Relevance correct
- Delivery email required if digital subscription
- Subscription length accurate
- Direct URL in comments – open and check
- Tax and shipping bundle added with correct quantity

## Field Trip Orders (4:1 student:chaperone)

- Order Description (bold at top of order– should give basic info (e.g., “Child & Chaperone ticket Monterey Aquarium”))
- One ticket per line item
- Each student needs their own order
- “Item” column has order description
- Order Type Educational Field Trip
- Marked Consumable
- Quantity 1
- Delivery option correct
- Educational Relevance correct
- Delivery email if digital delivery required
- Field Trip date
- Student Age
- Direct URL in comments – open and check
- Alternate dates & needed info in comments
- Tax and shipping bundle added with correct quantity

## ESTIMATED TAXES & SHIPPING REFERENCE TABLE

Order Subtotal	Quantity of Taxes	Total Taxes Added	Quantity of Shipping	Total Shipping Added	Total Taxes & Shipping Added
\$0 - \$50	1	\$5	1	\$20	\$25
\$51 - \$100	2	\$10	1	\$20	\$30
\$101 - \$150	3	\$15	1	\$20	\$35
\$151 - \$200	4	\$20	1	\$20	\$40
\$201 - \$250	5	\$25	1	\$20	\$45
\$251 - \$300	6	\$30	1	\$20	\$50
\$301 - \$350	7	\$35	1	\$20	\$55
\$351 - \$400	8	\$40	1	\$20	\$60
\$401 - \$450	9	\$45	1	\$20	\$65
\$451 - \$500	10	\$50	1	\$20	\$70
\$501 - \$550	11	\$55	1	\$20	\$75
\$551 - \$600	12	\$60	1	\$20	\$80
\$601 - \$650	13	\$65	1	\$20	\$85
\$651 - \$700	14	\$70	1	\$20	\$90
\$701 - \$750	15	\$75	1	\$20	\$95
\$751 - \$800	16	\$80	1	\$20	\$100
\$801 - \$850	17	\$85	1	\$20	\$105
\$851 - \$900	18	\$90	1	\$20	\$110
\$901 - \$950	19	\$95	1	\$20	\$115
\$951 - \$1,000	20	\$100	1	\$20	\$120



**Don't Panic!**

**FAMILIES can easily fix a rejected order!**

1. Open rejected order
2. Click the “duplicate order” icon
3. Edit order to add missing/incorrect info
4. Submit Order