



Central Administration Offices

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Dina Messery, CPA

School Business Administrator/Board Secretary
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Re: PaySchools Transaction Fee

Greetings all,

Thank you, parents/guardians, as we work through the transition to our online food services purchasing program. The following are a few suggestions to limit PaySchools transactional fees upon placing meal pre-orders. Limit transactions to reduce fees, deposit a balance that you see fit for the school year, and pre-order meals in bulk in advance. Please keep in mind that any unused remaining balance will roll over for the following year.

The following are PaySchools transactional costs for the 2023-24 school year.

E-Check: \$1.75 flat fee per transaction

Credit card transaction fee rates:

Up to \$24.99 Fee \$1.65

\$25 to \$49.99 Fee \$2.00

\$50 or more Fee 4.50%

Don't hesitate to get in touch with Marilyn Bynum via email at mbynum@flboe.com or phone 201- 585 - 4612 extension 7505 from the Business Office if you have any questions or concerns. With your continued support, we look forward to a productive year.

Sincerely,
Business Office
Fort Lee Board of Education