**Miami Beach Senior High School: A Guide to Selling Shirts**

1. Obtain your members’ sizes. Google Forms is a convenient method to obtain such information. If you do not know everyone’s sizes, it is advisable that you estimate how many people would need each size and order more than where indicated. For example, if your club has 20 people, 12 of them filled out the form, and seven said they need a small shirt, then consider ordering nine small shirts.
2. Obtain printed quote from vendor. Ensure that your vendor has been approved by the district. If previously used by another club, your vendor should be registered. Popular T-shirt vendors are listed below. If your vendor is not approved/registered, please attach a recently signed W9 form to your purchase order.

Custom Ink <https://www.customink.com/ndx/#/>

Ooshirts <http://www.ooshirts.com/>

Chai Tees Contact [nancy@chai-tees.com](mailto:nancy@chai-tees.com) or call 305-970-0642

4imprint contact kdwyer@4imprint.com

Uber Prints <https://www.uberprints.com/>

Levy Advertising [www.levyad.com](http://www.levyad.com/)

1. Fill out shirt approval form. Your shirt design should be approved by Ms. Sakowicz, Dr. Hillhouse, and your club sponsor. See shirt approval form for additional guidelines.
2. Submit a purchase order along with the shirt approval form and your quote. Your sponsor must sign the purchase order and the shirt approval form. Having account information ready would be helpful to the treasurer.
3. Once the treasurer approves the purchase order and returns it to you, you can send the purchase order to the company you will be ordering from.
4. Once your order is confirmed, have a check requisition written to the company you are ordering from. This check requisition should have an invoice attached to it. An invoice is NOT a quote and must be signed by the club sponsor to confirm receipt of shirts.  Check with the company you are ordering from as to whether they will drop off the shirts or ship them.  A check cannot be issued unless shirts have been received. A check may be given to the given representative if they are delivering the shirts to school in person at the time of drop off. Please ensure that check requisitions are submitted in a timely manner. Checks can be otherwise mailed to the company by the treasurer. Please indicate this to the treasurer when dropping off the check requisition.

\*Note: the manner in which you finance shirts is up to the club to decide. Clubs may include the cost of shirts in dues, charge separately, or fundraise.

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Form checklist:

* Internal Purchase Order
* Quote
* W9 (if necessary)
* Shirt Approval Form
* Check Requisition
* Invoice

Please obtain the appropriate signatures.

**Shirt Approval Form**

**Your shirt must contain a school appropriate design and must abide by Miami Beach Senior High uniform rules. Your shirts must be printed on gray or red fabric. If you are purchasing outerwear, gray fabric is acceptable. Long sleeve or short sleeve is acceptable. No V necks are allowed. Crewnecks and polos are preferred but button downs are negotiable.**

**A printed image of your shirt design (front and back) must be attached to this form. Include color if necessary.**

**Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sponsor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sponsor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ms. Sakowicz’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dr. Hillhouse’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**