



Consent Item

Date: April 14, 2025

Division: Finance

Subject: Online Payment Services – Cooperative Contract(s)

Background Information:

- The District currently uses an online payment portal to process payments for a variety of items, such as student meal accounts, yearbooks, fundraisers, field trips, and school-related fees.
- The secure online payment platform allows campuses to share upcoming opportunities while providing a safe, cash-free payment option, reducing the need for students to carry money and minimizing cash or check handling by staff.
- The District has used RevTrak, Inc. online payment services since February 14, 2011.
- The online payment portal coordinates the needs of multiple departments and campuses while meeting the requirements of the District for internal controls and financial reporting.
- Each campus or department can create its own online storefront, accessible via the District website or individual campus websites. Purchasers are securely redirected to the RevTrak portal for transactions. Upon transaction completion, both the parent and campus/department receive an immediate email confirmation with a detailed receipt. RevTrak provides clear and detailed transaction reports to all users and sends a monthly summary to the Accounting and Budget Departments.
- The online payment system is currently used by the Child Nutrition, Technology, and Early Childhood Departments, and elementary, middle, and high school campuses. RevTrak is also integrated with the District's Student Information System, Skyward.
- The District webstore accepts MasterCard, VISA, and Discover (credit, debit, and prepaid gift cards) as well as eChecks (ACH bank transfers).

Administrative Consideration:

- If approved, the recommended fee the District charges to customers would continue to be set at 3.6% per transaction amount.
- Detail of transactions for the most recent fiscal year:
 - Total online payments received/collected by the District through RevTrak, Inc. (9/1/23–8/31/24): \$11,996,145
 - Fees paid to LISD by Customers (3.6%) \$ 431,861
 - The District pays 3.39% of item cost plus customer fee \$ (421,274)
 - Revenue Retained by LISD \$ 10,587
- This procurement complies with Section 44.031 of the Texas Education Code.

Recommendations:

- That the Lewisville ISD Board of Trustees approves the use of the LISD-eligible cooperative contract for Online Payment Services, the associated awarded vendor, and the estimated expenditures for one year.

Timeline/Report:

- Term: April 2025 – April 2026