

# Presenting...



## Print Shop Pro



Digital StoreFront  
is now  
Print Shop Pro!

The Osceola Schools Print Shop  
online ordering system

Print Shop Pro makes it possible to...

**View all District forms and order online**

**Upload your own computer files for printing...**

**...or fill out an order online, print it out and send it in with  
your paper originals or other offline material.**

**View your order history and reorder**

Learn how to use Print Shop Pro, with detailed  
instructions and video tutorials, at the Print Shop web site:

<https://fl50000609.schoolwires.net/Page/1983>

Contact your bookkeeper for specific information on how your school or department handles printing orders. *Each time you order*, you must get approval from your school or department, and budget numbers to use from your bookkeeper.

Separate boxes are provided to enter each part of the budget strip:

YEAR FUND FACILITY PROJECT FUNCTION OBJECT PROGRAM S

Enter the correct number of characters in each box.

Do not type periods or any separator. Note that you enter the 2-digit budget year in which the order is being charged.

Bookkeepers: If you have problems with your budget numbers, contact the Finance Office.



Print Shop Pro replaces Digital StoreFront and paper-based Printing Requests.

For more information about Print Shop Pro contact Penny Mol at penny.mol@osceolaschools.net or telephone extension 67215.