

# 2023 FINANCIAL CONTRIBUTIONS & STUDENT BOOKLISTS

Open for ordering **Monday 7 November 2022**  
Last day for ordering **Friday 16 December 2022**

*Student stationery items will be delivered to their classroom  
ready for their first day of school in 2023*

## ORDER ONLINE

- 1. Go to Booklist Website** <https://booklist.officebrands.com.au/croydon>
  - Enter School Access Code: RPS2023
  - Select: Create an Order
- 2. Enter Details** - Separate orders are required for each student but with single payment on completion.
  - Enter your child's name and select their year level for **2023** from the drop-down menu.
- 3. Create your order**
  - Student Stationery items
  - Financial Contributions
  - When finished, click on [Add order to Cart](#)

Review your order; (click on [Edit Order](#) if required).

- Select [Checkout](#) or [Add another Student](#)

### 4. Checkout

- Enter your details.
- Delivery/Collection Details; select Collect at School – delivered to classrooms in 2023
- Click [Next](#).

### 5. Select payment type and submit your order

An order confirmation will be sent to the email address on your order.

### IMPORTANT INFORMATION

*If you wish to pay via cash or instalments or you are experiencing financial hardship please  
contact Jo Davidson, Business Manager on 9874 6381 or email  
[joanna.davidson2@education.vic.gov.au](mailto:joanna.davidson2@education.vic.gov.au)  
by Friday 9<sup>th</sup> December to arrange your financial contributions and stationery order.*