



**MARION TECHNICAL COLLEGE**  
**PLANS AND PROCEDURES MANUAL**

**FOCUS PURCHASE AND PAY PROCESS**

**EFFECTIVE SCHOOL YEAR: 2025-2026**

A DIVISION OF THE MARION COUNTY PUBLIC SCHOOLS  
AN EQUAL OPPORTUNITY SCHOOL DISTRICT

# MARION TECHNICAL COLLEGE

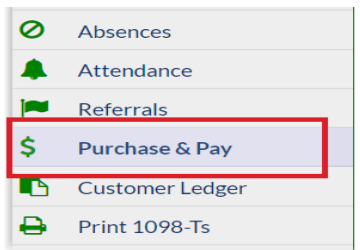
## FOCUS PURCHASE AND PAY INSTRUCTIONS

Student Focus Portal – Purchase & Pay, Grades, 1098-T, Attendance

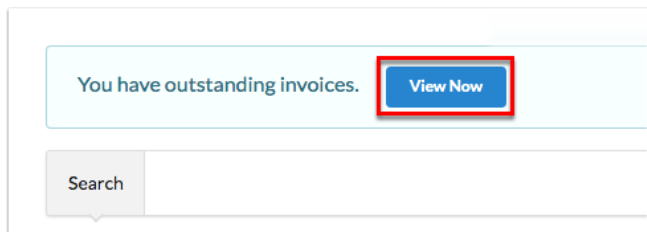
- Web Address: marion.focusschoolsoftware.com
  - Login: Local Student ID (850036 six-digit number assigned during the online application)
  - Password: 8 Digit Date of Birth (05031999)
    - Contact Shari Morris for ID email: [Shari.Morris@marion.k12.fl.us](mailto:Shari.Morris@marion.k12.fl.us) call: 352-671-7200 ext. 56854

FOCUS' Purchase & Pay module can be used to pay for outstanding invoices online.

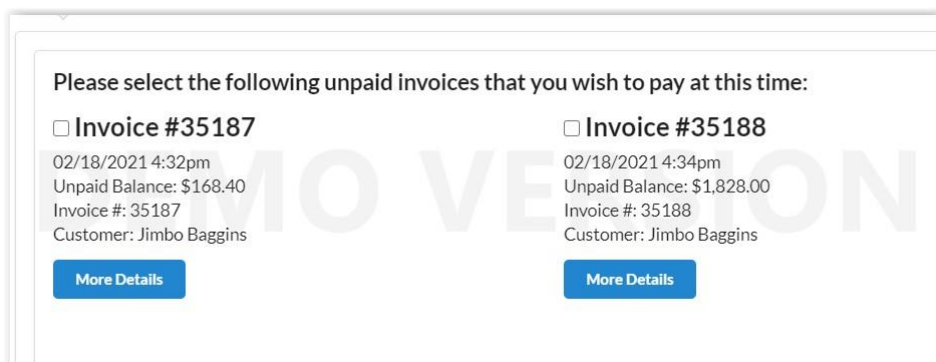
1. As a student, from the menu, click **Purchase & Pay**.



2. If you have outstanding invoices, click **View Now** to review and pay outstanding balances.



3. Select the Invoice(s) you wish to pay by clicking the box. Click the **More Details** button for the invoice item numbers, descriptions, prices, quantities, and more. Click Close to close the invoice details pop-up.



4. **Once** items have been added to the cart, you can remove items as needed before paying by unchecking them.
5. Once Invoices have been added to the cart, click **Continue**.

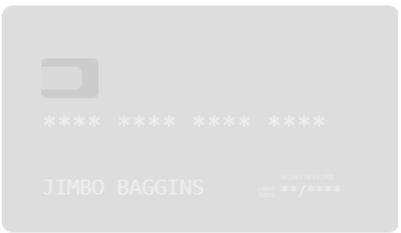
Sub-total: \$168.40  
Total to be collected: \$168.40

**Cancel** **Continue**

6. In the next screen **add** your **credit card** or **check** information and select **Complete Payment** to make the purchase or select **Cancel** to cancel your purchase.

**Secure Payment Form**

**Pay by Credit Card**



First Name on Card \*  Last Name on Card \*

Card Number \*  Expiration \*  CVC \*

We accept: Visa, Mastercard, Discover, American Express

OR

**Pay by Electronic Check**

Name of Bank  Name on Account

Account Type  Routing Number  Account Number

Sub-total: \$26.75  
Convenience Fee: \$0.54  
Total to be collected: \$27.29

**Cancel** **Continue**

7. To complete your Checkout, enter your Name as it appears on the card, Card Number, the Expiration date (MM/YYYY), and the **CVC**. As you enter card information, it displays on the card image example above.
8. Click **Cancel** to cancel the purchase. Click **Complete Checkout** to complete your purchase.
9. Once a purchase is made, you can still cancel the transaction for same day transactions from the Customer Ledger screen found on your menu screen. When the transaction is cancelled, the schedule record is also removed.

| Export:                      |                  | Filters: OFF        |                  |                       |                      |                     |                        |
|------------------------------|------------------|---------------------|------------------|-----------------------|----------------------|---------------------|------------------------|
| Facility :                   | Invoice Number : | Invoice Date :      | Invoice Amount : | Outstanding Balance : | Transaction Number : | Payment Date :      | Item :                 |
| Center and Technical College | 7260             | 04/05/2017 6:20 pm  | 404.00           | 0.00                  | 70270                | 07/12/2017 12:00 am | CHARGE_ID              |
|                              |                  |                     |                  |                       | 70270                | 07/12/2017 12:00 am | APPLICATION FEE        |
|                              |                  |                     |                  |                       | 70270                | 07/12/2017 12:00 am | Tuition                |
| Center and Technical College | 12943            | 04/18/2017 1:12 pm  | 40.00            | 0.00                  | 24853                | 04/18/2017 1:12 pm  | Test Fee - TEAS - \$40 |
| Center and Technical College | 16916            | 04/20/2017 2:33 pm  | 898.20           | 0.00                  | 70270                | 07/12/2017 12:00 am | Tuition                |
|                              |                  |                     |                  |                       | 70270                | 07/12/2017 12:00 am | Tuition                |
|                              |                  |                     |                  |                       | 70270                | 07/12/2017 12:00 am | Tuition                |
|                              |                  |                     |                  |                       | 70270                | 07/12/2017 12:00 am | PRN-Lab-15             |
|                              |                  |                     |                  |                       | 70270                | 07/12/2017 12:00 am | Tuition                |
|                              |                  |                     |                  |                       | 70270                | 07/12/2017 12:00 am | Tuition                |
| Center and Technical College | 16951            | 04/20/2017 2:49 pm  | 50.00            | 0.00                  | 70270                | 07/12/2017 12:00 am | NR_PTRACT_NURSE_TEST   |
| Center and Technical College | 44509            | 08/16/2017 1:39 pm  | 1134.60          | 1134.60               | 91011                | 08/21/2017 12:00 am | MEA-LAB-15             |
|                              |                  |                     |                  |                       | 91011                | 09/20/2017 12:00 am | TEAS-TES-50            |
|                              |                  |                     |                  |                       | 91011                | 09/20/2017 12:00 am | VOC Tuition            |
|                              |                  |                     |                  |                       | 91011                | 08/21/2017 12:00 am | CHARGE_ID              |
|                              |                  |                     |                  |                       | 91011                | 08/21/2017 12:00 am | VOC Tuition            |
|                              |                  |                     |                  |                       | 91011                | 11/15/2017 12:00 am | VOC Tuition            |
|                              |                  |                     |                  |                       | 91011                | 08/21/2017 12:00 am | APPLICATION FEE        |
| Center and Technical College | 60653            | 07/30/2018 11:15 am | 115.00           | 0.00                  | 12478                | 07/30/2018 11:15 am | AGE Tuition            |
|                              |                  |                     |                  |                       | 12478                | 07/30/2018 11:15 am | TEST_FEE_AGE           |
|                              |                  |                     |                  |                       | 12478                | 07/30/2018 11:15 am | new hourly fee         |
|                              |                  |                     |                  |                       | 12478                | 07/30/2018 11:15 am | new daily fee 2        |
|                              |                  |                     |                  |                       | 12478                | 07/30/2018 11:15 am | now fee                |

10. If purchased online, the receipt's Cashier displays as Online and provides Payment type.

10/08/2019 1:53pm

Transaction # 11815

Customer:

Charles

Student ID:

08685

Cashier:

Online

Date Paid:

10/08/2019

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Items

Amount

34524

new flat fee for 9900001 Adult Basic Education Mathematics (from Invoice #4827)

25.00

34234

tution for 9900001 Adult Basic Education Mathematics (from Invoice #4827)

125.00

Total:

150.00

Payments

Amount

Payment - Credit

150.00

Visa - 1111

150.00

Total:

150.00

Tendered:

150.00

Change:

0.00

Outstanding Balance:

0.00