

# EAST GUERNSEY LOCAL SCHOOL DISTRICT

## FIELD TRIP PAYMENT CHECKLIST

Most student field trips require payment for admission, and sometimes other costs. This information is to provide the steps to handle those payments from district funds. Also refer to the checklist on the reverse side of this memo. Be sure to follow all instructions to request field trips.

Once you've established your destination and date, follow district procedures if you need to request district transportation. Be sure that a PO has been completed if necessary to pay for the driver, or indicate other source of payment on the field trip request form. If the trip is out of state or overnight, submit an itinerary and chaperone list to the building principal for Board approval in advance - at least two months is preferable.

Determine if there is a cost (admission, etc). Contact the destination vendor (that's who the check will be written to) to see if they will take a purchase order, whether they will provide an invoice in advance, and/or if you have to take a check the day of the field trip. Ask about discounts.

As soon as the trip has been scheduled, submit a purchase order to the building principal. This can be done months ahead of time, and should be submitted at least four weeks before the trip. Estimate the number going and the total cost, and include the date of the trip. Attach information that indicates admission costs (ie: fax from the vendor, brochure, website info). Include on the purchase order how much, if any, you are collecting from each student who goes on this field trip. Also, indicate on the purchase order if you will need to take a check with you. Be sure you receive an approved purchase order copy returned to you within 5 working days.

If the students must pay a portion of the cost, set a deadline for collections from the students/parents. The deadline should be at least a week before the trip, and longer for trips that cost more than \$50 per student. Students and parents must be told (preferably in writing) they have to bring you their money by that deadline. You should also establish and send to parents in writing the date after which no collections will be refunded.

Keep track, by student, of all collections. This will include offsetting fund raisers for higher cost trips such as Drama, 8<sup>th</sup> grade DC trip, FFA, etc. You should write receipts to students for these collections. Deposit all collections from the students - no payments may be made from cash. Deposit daily!

At least a week before the trip, submit a list of everyone who is going to the Treasurer's office and the building principal. Also send us a copy of what you have used to keep track of student collections. This should be submitted with an invoice if available (although that's not always provided by field trip vendors), or documentation of the per person cost if you didn't submit that with the purchase order. Proper approval for payment is required on the invoice and/or list. Payment cannot be made without the list of attendees and proper collections documentation in advance.

If you take the check with you, you will sign an Advance Disbursement Form. This form acknowledges receipt of the check, that you accept liability for the check, and that you will turn in a receipt from the vendor to the Treasurer's Office upon return. Be sure to obtain a receipt from the vendor the day of the trip and turn that in when you return.

Anytime you have questions, feel free to call the Treasurer's Office.

# EAST GUERNSEY LOCAL SCHOOL DISTRICT

## Field Trip Payments Checklist

*Note: This is intended to provide information regarding payments for field trips.  
Please follow all instructions to request a field trip.*

- Establish destination and date - clear date with building principal
- For overnight or out of state trips, submit itinerary and chaperone list to principal for Board approval at least two months in advance
- Verify that a PO has been completed for bus driver cost, or that outside sponsor (PTO, etc) is paying cost.
- Contact destination vendor to ask these questions:
  - what is the cost per person? \_\_\_\_\_ (get a copy of this info)
  - will you take a PO or must we bring a check the day of the trip? \_\_\_\_\_
  - can you provide an invoice in advance? \_\_\_\_\_
- Submit a PO payable to the destination vendor for anticipated cost 4 weeks before trip, include the following
  - estimated number going
  - estimated total cost
  - indicate amount to be collected from students
  - indicate if you are required to take check with you
- Communicate to students and parents
  - deadline for collection of student payment
  - date of non-refund of collections
- Keep a list of all student collections
- Submit the following at least one week before the trip
  - final list of attendees
  - copy of your collections list
  - copy of per person cost info = or =  invoice if provided by vendor
- Return a receipt for the payment taken the day of the trip to the Treasurer's Office when you return.