

Field Trip WorkSheet

AP MUST Have All back up in AP inbox 4 business days in Advance

CAMPUS _____

VENDOR _____

PO# _____

FIELD TRIP DATE _____

DATE CHECK NEEDED/MAILED _____

PICK UP CHECK ☐ MAIL CHECK ☐

Line items on PO as Follows:

1. Number of Students Attending Field Trip	Qty	_____	x	\$	_____	=	\$	_____
		1A			1B			1C
2. Number of Adults we are paying for Attending Field	Qty	_____	x	\$	_____	=	\$	_____
		2A			2B			2C
3. Extra/Misc. Fees for: _____	Qty	_____	x	\$	_____	=	\$	_____
		3A			3B			3C
4. Deposits Previously Paid	Qty	_____	x		_____	=		_____
		4A			4B			4C

Items we MUST have for payment. Please scan together into one PDF and send to accountspayable@misdmail.org.

- ☐ Fully completed FT Worksheet
- ☐ Copy of Purchase Order
- ☐ Invoice/Contract with Pricing breakdown
- ☐ Student Rosters/Lists with # of students on each page & 10 Key tape attached (if multiple rosters) - Must match 1A
- ☐ List of Adults/Chaperones WE are paying for. Must Match 2A

_____	+	_____	+	_____	-	_____	=	\$	_____
1C		2C		3C		4C			Total Amount of PO

THIS SHOULD BE A 3-WAY MATCH: **Worksheet Total = Invoice Total = PO Total**