

Field Trip WorkSheet

AP MUST Have All back up in AP inbox 72 hours 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/Mis. Fees for: _____ | Qty | _____ | x | \$ | _____ | = | \$ | _____ |
| | | 3A | | | 3B | | | 3C |

Items we *MUST* have attached as Back up

- Copy of Purchase Order
- Invoice/Contract with Pricing breakdown
- Skyward Student Rosters with totals of students circled on each page & 10 Key tape attached (*if multiple rosters*) - Must match 1A
- List of Adults/Chapperones WE are **paying for**. Must Match 2A
- Must be completed and emailed **together** to the AP inbox 72 hours in advance.

$$\begin{array}{ccccccc}
 \$ & & + & \$ & + & \$ & = & \$ \\
 \underline{\hspace{1cm}} & & & \underline{\hspace{1cm}} & & \underline{\hspace{1cm}} & & \underline{\hspace{1cm}} \\
 1C & & & 2C & & 3C & & \text{Total Amount of PO}
 \end{array}$$

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