

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 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/Chaperones WE are **paying for**. Must Match 2A
- Must be completed and emailed **together** to the AP inbox 4 business days in advance.

$$\underline{\hspace{2cm}}_{1C} + \underline{\hspace{2cm}}_{2C} + \underline{\hspace{2cm}}_{3C} - \underline{\hspace{2cm}}_{4C} = \$ \underline{\hspace{2cm}}_{\text{Total Amount of PO}}$$

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