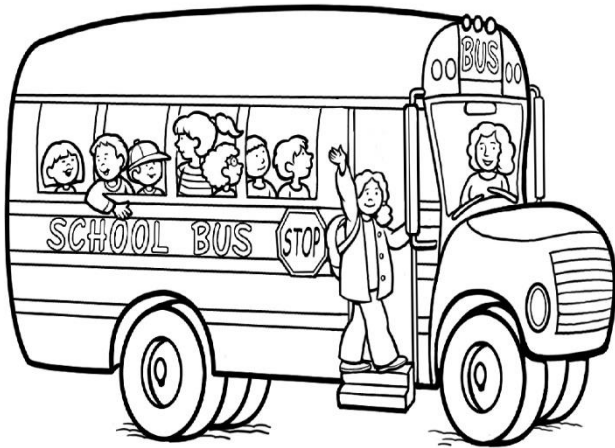


## FIELD TRIPS AND ASSEMBLY PROCEDURE

### Field Trips-

\*\*Code all field trips as either "Field Trip- For Students" or "Field Trip Overnight" Do not code as "Fees"\*\*

Needs a reservation confirmation -showing location, time, date, number of students & teachers/chaperones attending, and field trip contact



### Payment:

- Purchase Order: Most of our vendors accept purchase orders. Attach Reservation Confirmation to requisition
- Check: If Field Trip Vendor requires payment upfront/prior to trip - we can provide payment via check. Make the reservation, then have office secretary sign confirmation with okay to pay to process check payment

\*\* please note that checks take 6-8 weeks to process \*\*

- Cal-Card: If credit is the only means of payment. Work with vendor to reserve field trip. Purchasing will coordinate payment with vendor when the field trip requisition is in their workflow.

### Assemblies/Consultant Agreements

Any time a vendor comes on campus for an assembly they are considered a Consultant. They are required to fill out a consultant agreement (over or under depending on the price of services). Site is responsible with coordinating with company to reserve date, time and program specifics.

### For the agreement:

Retrieve the appropriate agreement (consultants over \$5,000.00 REQUIRE BOARD APPROVAL)

Fill out page 2. We will need:

1. Scope of work/Assembly Quote/Reservation Confirmation
2. Certificate of Liability Insurance
3. W-9 form
4. Megan's Law Background check- filled out - signed by consultant AND secretary
5. TB test clearance is REQUIRED if working with students 5+ times
6. Consultant signature
7. Site supervisor signature

Payment will be provided after completion of services.

- Check: If the vendor requires payment upfront/prior to assembly, please note that in the agreement under #3 payment schedule. Make sure that the above documents are attached, sign reservation confirmation with okay to pay to process check payment

\*\* please note that checks take 6-8 weeks to process \*\*

