

WEST HEMPSTEAD UFSD FIELD TRIP DEPOSIT FORM

SCHOOL _____

GRADE/CLASS ATTENDING _____

TEACHER(S) RUNNING TRIP _____

FIELD TRIP DESTINATION _____

DATE OF FIELD TRIP _____

TOTAL DEPOSIT SUBMITTED TO ADMINISTRATIVE OFFICES TODAY:

DATE _____

CASH \$ _____ A

MONEY ORDER \$ _____ B

CHECKS \$ _____ C (attach a separate detail list)

GRAND TOTAL AMOUNT \$ _____ = A + B + C

PREVIOUS DEPOSITS SUBMITTED TO ADMINISTRATIVE OFFICES:

DATE: _____ AMOUNT: _____

DATE: _____ AMOUNT: _____

DATE: _____ AMOUNT: _____

PLEASE NOTE:

1. A LIST SHOULD BE ATTACHED DETAILING STUDENT'S WHO PAID
2. DEPOSITS SHOULD BE SUBMITTED WITHIN 5 BUSINESS DAYS OF RECEIPT
3. IT IS STRONGLY ENCOURAGED TO ACCEPT CASH OR MONEY ORDER ONLY, NO CHECKS PLEASE
4. ALL MONEY SHOULD BE COLLECTED AND ALL PURCHASE ORDERS SUBMITTED AT LEAST 2 WEEKS PRIOR TO TRIP DAY.
5. ALL PURCHASE ORDERS GO DIRECTLY TO ACCOUNTING. CHECKS ARE CUT 2X A MONTH (MID-MONTH AND END OF MONTH).

TEACHER/ADMINISTRATOR SIGNING OFF ON ABOVE INFORMATION:

PRINT NAME _____ PHONE EXT _____

SIGNATURE _____