



**FIELD TRIP
PTO MONEY REQUEST FORM**

TODAY'S DATE:

TEACHER'S NAME:

GRADE:

EVENT LOCATION:

EVENT DATE:

***How many classes within grade will attend this event? 1 2 3**

DEPOSIT

Is a deposit required to hold your space? YES NO

If "yes", when is the due date?

Should check be left blank? YES NO

If "no", what is the deposit amount?

Should payment be mailed? YES NO

If "yes", to what address?

If "no", deposit will be forwarded to requestor within (2) weeks of request.

BALANCE DUE OR FULL PAYMENT

When is full payment or final payment due?

Should payment be mailed? YES NO

If "yes", to what address?

If "no", check will be forwarded to requestor (1) week prior to event.

Should check be left blank? YES NO

If "no", what is the final amount?

Additional Information

- Please submit this form and corresponding paperwork to the Treasurer as soon as dates and costs are known.
- Drop off to PTO Mailbox or Scan in and Email **Treasurer@KernsvillePTO.com**.