



Field Trip Money Request Form

Today's Date: _____ Teachers name/grade _____

Event Date: _____ Event Location: _____

How many classes within the grade will attend this event? _____

DEPOSIT

1. Is a deposit required to hold your space? If 'yes' when is the due date?

2. Should the check be left blank? If 'no' what is the deposit amount?

3. Should payment be mailed? If 'yes' to what address? If 'no' deposit will be forwarded to the requestor within 2 weeks of request.

BALANCE DUE OR FULL PAYMENT

1. When is full payment or final payment due?

2. Should payment be mailed? If 'yes' to what address? If 'no' check will be forwarded to requestor 1 week prior to event.

3. Should check be left blank? If 'no' what is 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.org**.