FIELD TRIP ACCOUNTING FORM

Teachers are responsible for collecting money from their students and parents.
When all the money has been collected, turn it in to Gretchen along with this form.

Teacher_____Date_____

Destination of Trip_____

Date of Trip_____

Total Cost of Trip: $_____ (___Students @ $_____)
Adults

Amount Collected: $_____ (___Students @ $_____)
Adults

Scholarships: $_____ (___Students @ $_____)

BALANCE: $_____

All money must be turned in to the office 2 days before the scheduled field trip!

_____ _____
Teacher's Signature Date

Office Use Only:

Amount Received: $_____

Field Trip paid by check#_____ Amount $ _____

_____ _____
Secretary's Signature Date

20_____ X _____ = _____
10_____ X_____ = _____
5 _____ X _____ = _____
1 _____ X _____ = _____
Coin_____
Checks_____

TOTAL _____