

As you plan field trips, please keep the following in mind regarding payments:

If you need a check processed for your field trip:

- ◆ Central office will cut checks twice a month per the schedule attached. Review your dates, collect field trip money from the students well in advance (a minimum of **3 weeks prior** to the date of your trip), and ensure that you have enough money in your account to write the check.
- ◆ Please have the check recipient fill out a W9. Please complete the full name and address of the person/entity to whom the check should be payable and their association, i.e. John Jones (father of student Brian Jones), Jane Doe, (teacher, Mepham HS). A W9 form has been attached.
- ◆ If you are collecting checks for deposit, all checks should be made payable to BMCHSD. MAKE A COPY OF THE FRONT OF EACH CHECK. WRITE THE GO ACCOUNT NUMBER ON THE BACK OF EACH CHECK IN THE UPPER RIGHT HAND CORNER.
- ◆ **If you are in the process of collecting** money/checks, please use an envelope, with your name printed on the front, and place money/checks in envelope. Place envelope in the safe, **"Door #3"**. Main office personnel will be available to assist you.
- ◆ **Once you have completed collection** of all funds, and payment is ready for deposit and processing, place envelope with funds in the safe, using **"Door #2"**. Karen Ponton will collect payments ready for process from the safe, Door #2. Main office personnel will be available to assist you.
- ◆ Please complete a Deposit Form for your field trip. A student signature is NOT required for field trip deposit form.
- ◆ Please sign the deposit form on the "advisor" line.
- ◆ The account number used for Field Trips is 7000. If your club has it's own GO account, the existing account will be used. Please write the account that you will be using on the back of each check.

- ♦ All checks/coins and currency should be counted, arranged in denomination order, (\$1, \$5, \$10, etc.), facing the same direction and grouped (rubber band, paper clip, etc.). All coins should be rolled with the account number on the wrapper. There are coin wrappers in the vault. If you do not have enough coins for a wrapper, place the coins in an envelope with the total coin/dollar amount and the GO account number written on the envelope.
- ♦ If the cash is not submitted in the aforementioned manner, it will be returned to you, thus delaying the process of your request.
- ♦ Please do not send students down to Karen Ponton with payments.
- ♦ Please provide the nurse's office and attendance office with copies of signed field trip permission slips **three weeks before the trip.**
- ♦ Please send an email to Peggy Schroeder with a list of students attending the field trip **three weeks before the trip** so that she can send out an email to the entire faculty.