

**JEFFERSON SCHOOL DISTRICT
FIELD TRIP AND RESALE DEPOSIT RECORD**

Date: _____ School/Staff: _____

Account Number to be reimbursed: _____

Amount of Deposit: Documentation verifying totals must be attached along with an adding machine tape	Checks	\$ _____
	Cash	\$ _____
	Coin	\$ _____
	TOTAL DEPOSIT:	\$ _____

Event, activity or purchase order for which money was received: (please include date(s) of the event, vendor, and district office check # to reference if applicable).



Please turn money in to Mary Ellen at the District Office (ext. 1041) as soon as possible. It will be verified and deposited into the appropriate account to offset the expenditures

*Forms/Field Trip Deposit Form revised 10/18/10
And on the website under Departments/Business Services*

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