



## Teacher Request for PAC Field Trip Funds

Requester Name:

Grade Level:

Amount Requested \$

- OR -

Blank check request \*\*  
Estimated cost of trip: \$

Check Payable to (if other than requester):

Date of Field Trip:

Check needed by:

Deposit needed prior to trip? Yes No

Amount of deposit: \_\_\_\_\_

Date deposit needed by: \_\_\_\_\_

Name and mailing address for deposit: \_\_\_\_\_

\_\_\_\_\_

Description of trip: \_\_\_\_\_

\_\_\_\_\_

**\*\* Please inform the PAC Treasurer of the amount of the check within 24 hours of the trip so that he/she may update the PAC checkbook. An original receipt will also need to be forwarded to the PAC Treasurer.**

Should you have any questions, please contact the PAC Treasurer (contact information can be found on the PAC website).