

Interboro School District

Field Trip Procedures

Effective 8-29-22

1. Teachers or student activity sponsors requesting permission to go on any field trip will need to complete the Field Trip Request form using My Learning Plan. Bus availability should be checked by contacting the Transportation Department directly at extension 2331. The Field Trip form will then need to be approved by the respective Administrator(s) and the Transportation Department. **The form should be completed 45 days prior to the date of the trip.**
2. Teachers or student activity sponsors will need to provide the building Secretary with the field trip information (i.e. vendor, number of students, cost per student). The building Secretary will process a requisition to be approved by the respective Administrator. The requisition must be processed **30 days prior to date of the trip.**
 - a. **Requesting a Check:**
 - i. The check will be delivered to the teacher/sponsor through interoffice mail
 - b. **Requesting the Credit Card:**
 - i. The vendor is First National Bank of Omaha
 - ii. Credit cards will be used in accordance with the current Credit Card Usage Procedures (see Attachment A)
3. All funds collected for the field trip, including transportation, admission and additional fees **should be turned in to the building secretary for deposit into the appropriate bank account prior to the date of the trip.** The Field Trip Deposit Receipt will also need to be completed by the teacher or student activity sponsor along with the appropriate signatures and turned in to the building Secretary.
 - a. The building Secretary will complete the deposit slip and the District Messenger will deliver the cash deposit to the bank
 - b. The Field Trip Deposit Receipt will need to be sent to the Bookkeeper in the Business Office

4. Following the field trip, teachers or sponsors must submit receipts to the building Secretary for all credit card purchases in accordance with the current Credit Card Usage Procedures (see Attachment A)
5. If additional students are attending a trip that were not included in the original count after the requisition is processed and the deposit is made:
 - a. If paid by check – teacher/sponsor must submit receipts/invoice to the Bookkeeper in the Business Office detailing what was paid by cash on the day of the trip
 - b. If paid by credit card – teacher/sponsor must turn in the additional cash to be deposited by building Secretary, along with the Field Trip Deposit Receipt. Please provide receipts/invoice for the additional cost.
6. If the vendor only accepts cash, teacher or sponsor must make a note of this in the Field Trip Information section of the Field Trip Request on My Learning Plan. Confirmation of this should be attached to the form on My Learning Plan or sent interoffice mail/emailed to the Bookkeeper in the Business Office.
7. If there is no cost to the students for the field trip, and the school district is being reimbursed for transportation only, the teacher/sponsor should note this in the Field Trip Information section of My Learning Plan. Once the transportation department has determined the cost of the bus/buses, the Bookkeeper will send the invoice to the teacher/sponsor.

Attachment A

Interboro School District Credit Card Usage Procedures

1. Individual and/or student activity groups requesting to purchase goods or services using the district credit card will need to have a requisition processed and then approved by the building principal.
2. Once a purchase order has been obtained the individual or group purchasing the goods or services will obtain the district's credit card from the building principal or designated individual. The individual using the credit card will deal directly with the vendor.
3. Purchases on the credit card shall not exceed \$3,000. If the purchase will exceed \$3,000, then written approval from the Superintendent and/or Director of Finance is needed.
4. There will be a sign out sheet maintained, and it will need to be filled out each time there is a request to use the credit card. The principal or designee will be responsible for maintaining the sign out sheet. The individual who signs for the use of the credit card will be the only individual who can use the credit card. No one may use the credit card if it has been signed out by someone else.
5. The building secretaries responsible for processing the requisitions will accumulate the original receipts from the credit card purchases and include them with the sign out sheet once per month.
6. On the 26th day of each month the building secretary will submit the sign out sheet and the respective receipts to the Accounts Payable Specialist. The Accounts Payable Specialist verifies the receipt of the purchased items and reconciles the billing statement with the respective purchases. Any discrepancies will be investigated and resolved by the Accounts Payable Specialist.
7. The credit card will be kept in a secure location with limited access (school safe, principal's desk drawer that locks, etc.).
8. The credit card **cannot** be used for **Amazon** purchases. The district has an Amazon line of credit and only that can be used to make purchases from Amazon. (Please refer to the Amazon procedure for placing orders with Amazon.com.)

Please note that for requisitions the vendor for the credit card is First Bank of Omaha, vendor number 3308.