

PACT Request for Event Pay

(Due at least 1 month prior to pay period, before the event)

Transportation must be arranged prior to finalizing arrangements

Staff _____ Area/Class _____ Date Requested _____

Date of Event: _____ Advance Money needed by date: _____

Check Type of Event: ☐ Field Trip ☐ Family Event

Transportation needs have been discussed with Transportation Coordinator (# of buses, schedule, etc.) Y__ N__

Itemize Cost of Event:	Estimate of Cost
1) Cost of Food & # of Attendees: (List name of food items) Drink choice: milk or juice.	\$ _____
2) Cost & Description of Activity:	\$ _____
Advance money requested? Yes ____ No ____ If yes, a check will be made payable to staff. (Remember to use Tax Exempt Letter)	Total estimate \$ _____
HS Field Trips only: \$75.00 for Home-Base and \$100.00 for Center-Base.	

Supervisor Signature: _____ Date: _____

To Be Completed by <u>Teacher/Family Advocate</u> & signed by Supervisor after the event: (Attach receipts)	
Original dollar amount Staff Received from PACT	\$ _____
Name of Business	Amount Paid
1. _____	\$ _____
2. _____	\$ _____
Is Tax included in the total expense? Yes ____ No ____	\$ _____ Total Expenses
Balance owed to Staff \$ _____	Amount due to PACT \$ _____
Supervisor Signature: _____	

CB-Before the event – the SS forwards copies *Field Trip Plan & Request for Event Pay* to Fiscal Officer.

CB-After the event - the SS forwards original *Request for Event Pay* with receipts attached to Fiscal Officer.

HB Teacher - Attach original request to your original FT plan and send to supervisor for approval.

Family Advocates – Attach original request to your original Event plan and send to supervisor for approval.

Do not complete below this line: Fiscal Office use only:

Amount returned to PACT \$ _____

Date _____

Approved by _____

(Fiscal Officer's Signature)

ED HB/CB 6/15