



## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

### Assistant Superintendent

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TO: All Administrators  
Administrative Support Staff

FROM: Dave Jones, Assistant Superintendent 

SUBJECT: Year-End Field Trips and Student Activity Trips

There are weekly accounts payable check runs, so check requests for student activity and field trips planned for year-end can be handled efficiently, with proper planning. Failure to plan for payment for these activities until a day or two before the trip causes extraordinary challenges, particularly if one is outside the Central Peninsula area. Issuing hand checks is also a costly venture for the District.

Please consider using your procurement card for these trips; it will be more efficient than the District cutting a hand check.

An accounting of the number of students involved for the number of days, etc., will need to be submitted for all such payment requests, regardless of the payment method used. For example, a trip is planned for a group of students to travel to the Seward Sea Life Center and it will necessitate an overnight stay. Hotel arrangements can be handled through a purchase order listing the number of students and/or adults per room, for "x" number of rooms, for one night. A purchase order can be processed to the Seward Sea Life Center for the admission fee, noting the number of students and adults involved. These transactions could also be charged to your procurement card (this requires the person traveling with the students to have a procurement card). Receipts of these transactions will need to be submitted with the paperwork for payment.

Meals for groups may be placed on your procurement card, but along with the receipts there needs to be documentation showing how many meals are being paid for. **Individual meals are not authorized for procurement card use.** If meals are paid for by Invoice-No Encumbrance, payment requests must be substantiated by receipts, showing the number of students and the amount for each meal.

**Please make arrangements for funding year-end student activities to avoid last minute hand-check requests.**