



MPS **WebPay** Trip Information

Completing this form will allow the Student Activities Department to make available on the District WebPay a way for online payments to be received.

SCHOOL: _____

Account Number(s): _____

Who? _____

Who will be attending? i.e. grade level, club

What? _____

What event will you be attending? i.e. Science camp

Where? _____

Where will you be going? i.e. Tonto Creek, Prescott, AZ

WHEN? _____

Date(s) of your trip?



Will Chaperones be attending? _____ (remember; required ratio: 1:10 Elementary, 1:15 Secondary)
Yes/No

Are non-required adults attending, if so, will they be paying into the
Club Account _____ **OR** at the door _____
(Reminder they cannot pay into an ECA account)

COST?

Student: ea \$ _____ Adult: ea \$ _____ Adult: No Charge

Start date of webPay _____ Last date on webPay _____
(These are the dates that your trip will be published on the web for payments)

What information would you like to see on your Revenue Payment Report?

_____ Student Name

_____ Grade Level

_____ Teachers Name

_____ Phone Number

_____ Parent Name

_____ Other: _____

You can run your Revenue Payment Report through touchbase. Do you need access? _____
Yes

Would you like a specific picture used on the webpay? YES NO (If yes, email picture in jpeg format to your student activities clerk)

Do you have a flyer you would like posted on the webpay? YES NO (If yes, email flyer to your student activities clerk)

Printed name – person submitting request

Date

Contact email

Contact Ph#

Please email or send via inter-office mail to your student activities clerk in the student activities department