

Estimates Invoices and Payments

- + The T.O.M. Field trip program sends invoices and estimates MS Access *.snp format.
 - o Viewer download link <http://support.microsoft.com/kb/175274>
- + Estimates are sent when request is approved
 - o please review request and contact Field trip office if there are questions
- + Invoices are sent via email upon completion of trip
 - o Invoices for Journal entries are not sent unless there is a specific request
- + Payments are due within 30 days from invoice date.
- + Delinquent payments may result in discontinuance of service.

Checks are to be made payable to “Pinellas County School Board”

- + Send checks to the following address:
 - Pinellas County Schools
 - Facilities and Operations Department
 - Walter Pownall Service Center
 - 11111 S. Belcher Rd.
 - Largo, FL 33773

Attn: Kim Stidham

PLEASE DO NOT SEND CHECKS TO accounting at the administration building