

**West Potomac High School  
Marching Band  
FY 2014-2015**

**Fees**

Marching Band Booster Payment	\$17,360.00
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**Expenses**

Reimbursement to West Potomac HS (Marching Band Instructional wages)	\$14,672.74
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Mount Vernon Travel (to Herndon High School)	\$2,586.20
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Competition Fees ( US Bands)	\$1,471.00
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<b>Total Expenditures</b>	<b>\$18,729.94</b>
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# PAYMENT REQUEST FORM



Scan with Invoice and Send to: [FCPSVendorInvoices@fcps.edu](mailto:FCPSVendorInvoices@fcps.edu)  
 (OR Submit hardcopy with Invoice to Accounts Payable)

Department/School West Potomac High School

Request Date 09/12/2014

Vendor Name Mount Vernon Travel, Inc.

Payment Due Date 12/09/2014

Vendor Number 1000009706

Pay-To Address 8601 Richmond Hwy  
Alexandria, VA 22309

(If Pay-To address is not in vendor list, please set up vendor first)

Amount to Pay \$1,988.80

Partial or Final  Partial  Final

Invoice Number 092714WESTPOTOMAC

Contract Number \_\_\_\_\_

Invoice Date 10/02/2014

If payment is 1099 reportable, check here

		Encumbered Document		Direct Pay Request (Unencumbered)			
		<small>(Required if Funds Reservation create</small>		<small>Cost Object (Must have at least one for Direct Pay Request)</small>			
G/L Acct	Amount	Earmarked Fund #	Line #	Cost Center #	Internal Order #	WBS Element #	Grant #
<u>██████████</u>	\$1,988.80			<u>██████████</u>			
<b>Total Amount</b>	\$1,988.80						

**Retainage**

Current Balance of Retainage \_\_\_\_\_

New Retainage Balance \_\_\_\_\_

Increase/Decrease Retainage Balance \_\_\_\_\_

Percentage of Retainage (0.25 increments from 0.25%-10.00%) \_\_\_\_\_

Other Comments: \_\_\_\_\_


If partial payment  
 Percentage for Data Entry \_\_\_\_\_

If final payment  
 Final Retainage Pmt Amt \_\_\_\_\_

**Comments/Further Instructions**

This is partial payment for the invoice date 9/12/14 from Mount Vernon Travel, Inc. for Marching Band travel on 9/27/14. West Potomac Band Boosters have paid the balance.

Initiator Name (Print) S. Jill John Phone Number (703) 718-2515

Authorized Signature  Phone Number (703) 718-2505

Print Name of Authorizer Alexander B. Case



# Mount Vernon Travel, Inc.

8601 Richmond Highway • Alexandria, VA 22309 • (703) 799-9400  
FAX (703) 799-9402 • 800-221-9402  
EMAIL: mvtravel@aol.com

September 12, 2014

**Invoice # 092714WESTPOTOMAC**

Mr. Steve Rice  
West Potomac High School  
6500 Quander Road  
Alexandria, VA 22307

*Attn: Jill John*

## BAND INVOICE

Round trip bus transportation from West Potomac High School to Herndon High School on Saturday, September 27, 2014. DC Trails will be providing Three/60 Passenger motor coaches for this trip. *Please provide itineraries.*

**Departure Date:** Saturday, September 27, 2014

**Origin:** West Potomac High School

**Destination:** Herndon High School

**Vehicle Requirements:** DC Trails

Three/60 Passenger Motor coaches

**Booking Hours:** 12 Hours

One/60 Passenger Motor coach @ \$1,525.00 X 3 Buses = \$4,575.00

*- 2,586.20 (WPBPD portion)*

*\$1,988.80 ← WPHS/FCPS portion*

**TOTAL COST OF SERVICE** \$4,575.00

*\$1,988.80*

**FCPS Contract # 4400004768**

*Price is for Bus only*

*Price does not include bus driver gratuity*

*Prices are subject to a fuel surcharge*

*Full payment is due by September 19, 2014*

*Check should be made payable to: Mount Vernon Travel, Inc.  
8601 Richmond Highway  
Alexandria, VA 22309  
(703) 799-9400*