

**REQUISITION FOR SCHOOL BUS**

Today's Date: \_\_\_\_\_ School Location: \_\_\_\_\_

Pick-up Location: \_\_\_\_\_

Pick-up Date: \_\_\_\_\_ Pick-up Time: \_\_\_\_\_

Destination: \_\_\_\_\_

ETA Return Time: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Cell #: \_\_\_\_\_

Other Supervisors: \_\_\_\_\_  
(name & cell #)

Description: \_\_\_\_\_  
(instructions, equipment notes, etc.)  
& Add'l Info

Grades: \_\_\_\_\_ # of Students: \_\_\_\_\_ # of Supervisors: \_\_\_\_\_  
 Wheel Chair Required       Bus to stay with Group       Transport Equipment

Requested by: \_\_\_\_\_

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Office Use Only

Select One:     Ex Curr Day     Ex Curr Other     Mid Yrs  
                   Career Trek     Phys Ed Day     Phys Ed Other  
                   Bill to School     CTS                 Band

Charge to Account: \_\_\_\_\_

Approved by: \_\_\_\_\_

**Admin Connect Note:**

“Trip Type” is linked to the appropriate account number. Please do not change this account number. If the account selected by the administrator is different, select Bill to School as the “Trip Type” and note it on the requisition.