

BUS REQUEST

Requests must be in Central Office the Tuesday of the week before the trip. If Central Office doesn't receive a request by the Tuesday of the week prior to the date requested, there is a chance you may be unable to schedule a bus. Also, "Paid from Fund/Account" MUST be filled in prior to scheduling a trip.

Person making request _____

Date you will need a bus _____

Number of buses needed _____

Destination _____

Departure place/time _____

Time leaving to return to school _____

Date _____ Signature _____

PAID FROM FUND/ACCOUNT _____

Approved by Principal _____

Date _____

(Revised 6-11-2012)