P. O. #_____
Date of P. O.:_____

ELMSFORD PUBLIC SCHOOLS

REQUISITION FOR ☐ FIELD TRIP

REQUISITION FOR ☐ ATHLETIC TRIP

Copies for:
(1) copy – Teacher
(1) copy – Principal
(1) copy – Business Office (attach to Purchase Order)
(1) copy – R. Villavicencio (to order bus)

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From:_____ Destination_____
School Name

Teacher(s) In Charge:_____ Grade(s):_____

Purpose of Trip:_____

_____

Date of Trip:_____ Starting Time:_____ Return Time*:_____

No. of Pupils:_____ No. of Teachers:_____ No. of Other Adults:_____

No. Buses Needed:_____ Size Bus:_____ Est. Mileage:_____

Cost:**_____ Add'l. Expenses (tolls, fees, parking, etc.):_____

* Return time means departure from destination for "home". Trips scheduled on school days must return to the school by 2:20 p.m.

** Teacher in Charge (or School Office) must call Bus Contractor for cost arrangement.

Will a substitute teacher be needed?_____ If so, what periods?_____

Other Information:_____

_____

_____

Approved:_____ Date:_____
Building Principal

Note: After a Purchase Order is approved by the Business Manager, final arrangements for trip are to be made by Teacher in Charge (or School Office).