

This form must be completed by the Office Manager with the help of the requesting instructor and Johnson Bus Company after the Principal's approval of the TEACHER REQUEST FOR BUS FOR FIELD TRIP (page 2 of this form). **Office Managers** - Please return this form to District Office - Attn: Accounts Payable Coordinator for **ALL** field/class trips as soon as bank deposit is made, but no later than one (1) week following the trip.

Date of field trip _____

Field trip destination _____

Number of buses needed _____

FORWARD ORIGINAL TO ACCOUNTS PAYABLE. KEEP PHOTOCOPY FOR YOUR RECORDS.