



## STUDY TRIP ADMISSION FEES

🚌 When creating the requisition make sure the following information is always included:

- NAME OF THE INSTITUTION BEING VISITED
- DATE OF FIELD/STUDY TRIP
- CONFIRMATION/RESERVATION NUMBER(S)
- TEACHER NAME(S): THE TEACHER(S) IN CHARGE
- NUMBER OF STUDENTS
- NUMBER OF CHAPERONES

🚌 Make sure backup paperwork is **ALWAYS** attached to your requisition, if you are unable to attach it must be sent to purchasing referencing the purchase requisition number. This paperwork includes the reservation confirmation or confirmation invoice which is provided by the vendor to the teacher once the Study Trip has been booked.

🚌 Make sure that the Purchase Requisition is entered into the system at least **8 WEEKS** prior to the date of the study trip. (Preferably entered when the reservation has been secured by the teacher). The PR has to go through workflow and then end up at Purchasing in time for a **Check Request** to be done and given to accounting. Vendors typically want payment two (2) weeks prior to the date of the Study Trip.

🚌 When the Purchase Order is approved and ready a copy will be emailed to the requestor to provide to the teacher attending the trip.



## BUS TRANSPORTATION PROCEDURES

It is imperative that these procedures be followed **8 weeks** prior to the date of the study trip so that the bus you reserve is still available when the study trip time has arrived.

- 🚌 Site requests quote for study trip
- 🚌 Quote issued
- 🚌 Principal reviews and signs quote
- 🚌 Requisition is created containing the following information

**General Description:** STUDY TRIP TRANSPORTATION

**Description line:** CHARTER TRANSPORTATION CHARGES

**Add'l Desc/Notes:**

- DESTINATION NAME
- DATE OF TRIP
- CONFIRMATION NUMBER ie: *quote, job, charter, invoice etc*
- TEACHER IN CHARGE
- NUMBER OF STUDENTS
- NUMBER OF CHAPERONES
- TYPE OR NUMBER OF BUSES

- 🚌 Site emails signed quote to company referencing the requisition number
- 🚌 Company emails confirmation back to site
- 🚌 Site attaches confirmation to requisition
- 🚌 Confirmation is printed and signed by David Johnston
- 🚌 Confirmation and Purchase Order are emailed to company

**Questions regarding Study Trips contact: Felisa Ayroso, Purchasing Department 231-1190.**