

Transportation Trip Funding Authorization Form

INSTRUCTIONS

This form must be completed before a trip can be scheduled or confirmed.

It must be signed by the School Principal or the PTA/PTO Treasurer, depending on the funding source.

Purpose: To guarantee that funds will be available to pay for the transportation cost once the trip is completed and invoiced.

No trip will be booked without a signed funding authorization.

Return this form to the Transportation Department along with the trip request.

School Information

School Name:

Date Submitted:

Trip Request Number:

Trip Information

Trip Date:

Quoted Cost of Trip:

Start Location:

End Location:

Funding Source

Please select one:

Student Activity Account

PTA / PTO

If PTA/PTO, organization name:

Authorization & Guarantee of Payment

- The trip listed above has been reviewed and approved.
- The funding source selected guarantees full payment for the quoted transportation cost.
- Payment will be made promptly once the trip is completed and the invoice is received.
- No trip should be converted from a quote to an active trip without this signed authorization.

Required Signatures

School Principal

Name:

Signature:

Date:

PTA / PTO Treasurer (if applicable)

Name:

Signature:

Date:

Transportation Department Use Only

Received by:

Date Received:

Trip Number Assigned: