

**San Francisco Unified School District - FIELD TRIP REQUISITION**

REQUISITION NUMBER

Stores Requisition* (For Items IN Catalog)	Revolving Fund	Equipment & Furniture-Issuo. Moving, Maintenance	OTHER (Specify below)
	Encumbrance Request	Field Trip	

DEPT NO.	MONTH NO.	REQ. NO.
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SCHOOL TO INDICATE TYPE OF REQUISITION BY AN (x), IN ONE OF THE ABOVE SQUARES

PAGE \_\_\_ of \_\_\_

SCHOOL/DEPT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

ROOM NO. \_\_\_\_\_

NO. \_\_\_\_\_

SEE REVERSE FOR MORE INFORMATION

SCHOOL TO SHOW EXACT CATALOG NO., QUANTITY, STANDARD UNIT AND DESCRIPTION

CENTRAL OFFICE USE ONLY

Stock No.	Quantity	Std Unit	DESCRIPTION	Amount
			DATE OF TRIP:	
			DESTINATION:	
			PICK UP DEPART:	
			RETURN TO SCHOOL:	
			NUMBER OF BUSES:	
			NUMBER OF STUDENTS:	
			NUMBER OF WHEEL CHAIR:	
			BOUND STUDENTS:	
			NUMBER OF ADULTS:	
			NAMES OF TEACHERS:	

**Estimated Total Cost:**

**VENDOR INFORMATION**

Name: SFPUC Wastewater Communications  
 Address: 525 Golden Gate ave 12th floor, San Francisco CA 94103  
 Phone: (415) 554-3289 info@sfgwater.org

Use Addendum, Form # 13-2981 When Additional Space is Needed

**FEDERAL/STATE FUNDING ONLY**

I CERTIFY THAT THIS EXPENDITURE FOR MATERIALS/SERVICES IS IN ACCORDANCE WITH \_\_\_\_\_ LAW AND REGULATIONS AND WILL BE USED ONLY FOR IDENTIFIED PARTICIPANTS. SEE PAGE(S) \_\_\_\_\_ IN THE SITE PLAN.

PRINCIPAL'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

\* ALL STORE REQUISITIONS MUST BE ROUTED THRU GENERAL ACCOUNTING FOR FISCAL APPROVAL.

DO NOT MAIL DIRECTLY TO WAREHOUSE.

**SACS CODES**

FUND	RESOURCE	YEAR	GOAL	FUNCTION	OBJ	ORG	AMOUNT

CODED

RESO. NO.

Principal or Administrator \_\_\_\_\_

Date

Instructional Approval \_\_\_\_\_

Date

Procurement \_\_\_\_\_

Date

Budget Approval \_\_\_\_\_

Date

GENERAL ACCOUNTING COPY