

### Field Trip Buses:

Requisitioners will be responsible for putting up the requisition for all buses needed for trips. You will be assigned an A5540 account to do so. The elementary schools will use the A2110 457 code that they already use for school trips.

## HOW TO BOOK A BUS FOR A TRIP:

### For transportation using a yellow school bus:

1. Put up a requisition for an open purchase order to White Plains Bus Company.
2. Signed copy of field trip form with the purchase order number should be emailed to Elaine in transportation.
3. Elaine will book the bus and send you the confirmation by email, which will include the total cost for the bus (buses).
4. Once the trip is completed, please send a signed copy of the confirmation to Lili in accounts payable so she knows that the trip has been completed and it is ready to be paid.

### For transportation using a charter bus:

1. Signed copy of field trip form should be emailed to Elaine in transportation
2. Elaine will book the bus and send you the confirmation by email, which will include the name of the vendor and the total amount of the bus (buses) for the trip.
3. Put up the requisition for the charter bus company that will be doing your trip.
4. Copy of the field trip form and confirmation should be attached to the requisition.
5. Once the trip is completed, please sign the receiving copy and send it to Lili in accounts payable for payment

\*\*\*Please make sure to include the following information on your charter bus requisition:

The quantity of buses.

The price of each bus.

The date and time of trip (example):

September 15, 2018

Adams Farm, 123 Orchard St, Mamaroneck, NY

Pick up 8:15am

Return 1:30 pm

Attach the signed field trip form and the confirmation form from Elaine.

Please call the Purchasing Agent with any questions or concerns.