

San Francisco Unified School District - FIELD TRIP REQUISITION

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

SCHOOL TO INDICATE TYPE OF REQUISITION BY AN (x), IN ONE OF THE ABOVE SQUARES

REQUISITION NUMBER		
SCH/DEPT NO	MONTH NO	REC'D NO
571	09	10
PAGE 1 of 1		

SCHOOL/DEPT: George Washington High School
 ADDRESS: 600 32nd AVE SE, CA 94121 PHONE NO. Cell 310-6079
 ATTENTION: NINA MAYER ROOM NO. T5 (Dance)

SEE REVERSE
FOR MORE
INFORMATION

Stock No.	Quantity	Std Unit	DESCRIPTION	Amount
			2010 USA Dance/Drill Spectacular	
			DATE OF TRIP: <u>Saturday OCTOBER 9, 2010</u>	
			DESTINATION: <u>California's Great America</u> <u>Santa Clara, California</u>	
			PICK UP DEPART: <u>(9am) 30TH AVE & Anza St</u> <u>BUS ZONE</u>	
			RETURN TO SCHOOL: <u>leave Great America (5:45 pm)</u>	
			NUMBER OF BUSES: <u>1</u>	
			NUMBER OF STUDENTS: <u>20 students @ 9am</u> <u>22 students @ 5:45 pm</u>	
			NUMBER OF WHEEL CHAIR BOUND STUDENTS: <u>0</u>	
			NUMBER OF ADULTS: <u>1</u>	
			NAMES OF TEACHERS: <u>NINA MAYER</u>	

Estimated Total Cost: \$6000 approximate → modern dance account will pay for bus.

VENDOR INFORMATION Name: _____ Address: _____ Use Addendum, Form # 13-2981 When Additional Space is Needed		FEDERAL/STATE FUNDING ONLY: I CERTIFY THAT THIS EXPENDITURE FOR MATERIALS/SERVICES IN ACCORDANCE WITH _____ LAW AND REGULATIONS AND WILL BE USED ONLY FOR IDENTIFIED PARTICIPANTS. SEE PAGE(S) _____ IN THE SITE PLAN.																	
* ALL STORE REQUISITIONS MUST BE ROUTED THRU GENERAL ACCOUNTING FOR FISCAL APPROVAL. DO NOT MAIL DIRECTLY TO WAREHOUSE.		PRINCIPAL'S SIGNATURE _____ DATE _____ Principal or Administrator <u>Ed D. H. 9/10/10</u>																	
SACS CODES <table border="1"> <thead> <tr> <th>FUND</th> <th>RESOURCE</th> <th>YEAR</th> <th>GOAL</th> <th>FUNCTION</th> <th>OBJ</th> <th>ORG</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>00</td> </tr> </tbody> </table>		FUND	RESOURCE	YEAR	GOAL	FUNCTION	OBJ	ORG	AMOUNT								00	Instructional Approval _____ Date _____ Procurement _____ Date _____ Budget Approval _____ Date _____	
FUND	RESOURCE	YEAR	GOAL	FUNCTION	OBJ	ORG	AMOUNT												
							00												
CODED _____ RESO. NO. _____																			

GENERAL ACCOUNTING COPY