

695-5759

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		
SCHDEPT. NO.	MONTH NO.	REQ. NO.
409	09	100

PAGE ____ of ____

SCHOOL/DEPT:

Aim High

ADDRESS

PO Box 410715

PHONE

NO. 551-2311

ATTENTION:

Matt Reno

ROOM
NO.SEE REVERSE
FOR MORE
INFORMATION

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

CENTRAL OFFICE USE ONLY

Stock No.	Quan- tity	Std Unit	DESCRIPTION	Amount
Joanna Juana			DATE OF TRIP: 9/15/2010 9-15-10	
Pls. confirm with #581.00			DESTINATION: Tennessee Valley - Marietta	
Thx Teresa			PICK UP DEPART: Denman Middle School 8:30 AM 241 Oneida Ave SF 94112	
Leave Tennessee Valley			RETURN TO SCHOOL: 3:30 Tennessee Valley to Denman	
(2:45)			NUMBER OF BUSES: 1	
			NUMBER OF STUDENTS: 26	
			NUMBER OF WHEEL CHAIR BOUND STUDENTS: 0	
			NUMBER OF ADULTS: 2	
			NAMES OF TEACHERS: Richard Lantier Michael Fox	

Estimated Total Cost:

\$581.00

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.

PRINCIPAL'S SIGNATURE

DATE 8/3/2010

* 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
							00

CODED

RESO. NO.

Principal or
AdministratorInstructional
Approval

Procurement

Budget
Approval

Date

Date

Date

Date

GENERAL ACCOUNTING COPY