



Extracurricular Trip Procedures

1. The requestor (activity sponsor/coach) completes an electronic Transportation Request Form which is located on the district website under Staff. The form should be completed to request transportation for a field trip, athletic event, or other event. The form should be completed at least 14 days prior to the trip.
2. If the desired account code is not available on the form, the Business Office should be notified so it may contact First Student to add the code.
3. Upon submission of the electronic form, the requestor will receive a copy of the submitted form.
4. By the 10th of the following month, the Business Office will receive a statement listing the extracurricular trip charges for the previous month.
5. The Business Office will review the statement for accuracy and will list account codes on the statement that can be identified. The statement will then be scanned and e-mailed to the campuses. The campuses will review their charges and list any additional account codes that are needed. The campuses will be given 5 business days to respond.
6. The Business Office will enter a purchase order for the statement. If any accounts are overdrawn, the Business Office will contact the campus to submit a budget transfer.
7. The Business Office will process payment by the 25th of the month.