

FROM: _____, Principal
 _____ (School Name)
 _____ (Teacher in Charge of Trip)
 _____ Secretary/Bookkeeper initials

Approval is requested to make the following purchase(s) to be paid from internal funds:

DESCRIPTION (BUS, HOTEL, TICKETS, SHIRTS, ETC.)	COST	
TOTAL COST		
ANY "DISTRICT-FUNDED" ITEMS (IE, PAID FOR BY WORKFORCE, FOUNDATION, ETC.)	COST	FUNDING SOURCE

Date _____