

# BUS REQUEST

1. **Submit** to your building office at least *two weeks prior* to trip.
2. Form must be *approved* by your building *Principal only*.
3. **Acct. Code** to be charged must be filled out *prior* to submitting for approval.

Today's date: [Click here to enter a date.](#)      Group or Class: [Click here to enter text.](#)

Number of riders: [Click here to enter text.](#)      Destination: [Click here to enter text.](#)

Purpose of trip: [Click here to enter text.](#)

## TRIP INFORMATION

Date of trip: **2/19/2016**

Departure Time: [Click here to enter text.](#)    AM     PM

Date Returning [Click here to enter a date.](#)

Return Time [Click here to enter text.](#)    AM     PM

Account code to be charged to: [Click here to enter text.](#)

Requested by: [Click here to enter text.](#)