



CTE ONE SINGLE DAY BUS REQUISITION FORM

**(This form must be received by the CTE Office at least
10 full school days prior to travel date)**

Purpose of the trip: _____

Destination: _____ Address: _____

Date needed: _____

Time needed at the campus: _____ a.m. p.m.

Estimated time of return: _____ a.m. p.m.

Campus: _____

Number of students: _____

Number of adults: _____

Wheelchair students: yes no

Responsible adult on bus: _____

Phone contact: _____

Special instructions (*indicate pick up location, etc*):

Today's date: _____

Program Director Signature _____ **Date:** _____

Approved _____ **Not Approved** _____