

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Spangler DATE REQUEST SUBMITTED: 1-20-17

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: 2nd Grade

DATE OF FIELD TRIP: 4-21-17 DATE OF RETURN: same

TIME OF DEPARTURE: 8:00 PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 2:30

DESTINATION (include address): Cal. Academy of Sciences - 55 Music Concourse Dr. San Francisco, CA 94118

DISTANCE FROM SCHOOL SITE (one way): 48.5 miles (Golden Gate Park)

TOTAL NUMBER OF PARTICIPANTS: 120 NUMBER OF STUDENTS: 96 NUMBER OF ADULTS: 24

OVERNIGHT FIELD TRIP, STATE ACCOMMODATION:

MODE OF TRANSPORTATION (check one): Chartered Bus [checked] Private Vehicles [ ] Public Bus [ ] District Bus [ ] Walking [ ]

IF USING A CHARTERED BUS, IDENTIFY COMPANY: First Student

INSURANCE VERIFIED BY ACCOUNT TECH III [checked] JT (initial) Ins Exp 12/31/17

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: [ ]

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements). It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: [ ] (Principal's initial) [ ] (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Students will be able to experience seeing/interacting with animals from several habitats after completing our science/SEAL unit on ecosystems.

COST ANALYSIS: Transportation Cost: \$2,005 Other Fees: \$954 Total Cost: \$2,959

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
										0000

EQUIPMENT # 193414 (attached) or other explanation of how fees will be paid: students (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature]

PRINCIPAL'S SIGNATURE: [Signature] ( ) Approved ( ) Not approved

Only use this section if needed:

\* If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_

Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_

\* If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

( ) Board Approved ( ) Board Denied Superintendent Signature (or designee) \_\_\_\_\_

# SHADED AREAS FOR DISTRICT OFFICE USE ONLY

**MILPITAS UNIFIED SCHOOL DISTRICT**  
 Milpitas, California 95035

**PURCHASE REQUISITION**  
 THIS IS NOT A PURCHASE ORDER

193415

5/12-17

VENDOR'S NAME: Academy of Sciences

STREET ADDRESS: 55 Music Concourse Dr (415) 379-8000

TELEPHONE NO.

CITY, STATE & ZIP CODE: San Francisco CA 94118

FAX NO.

PURCHASE ORDER NUMBER

FISCAL YEAR 2016-2017

DATE Feb. 15, 2017

REQUISITION NUMBER **193415**

CONFIRMING ORDER (circle one only) 0 - 1 - 2 - 3

SITE/CTR#/DESCRIPTION

VENDOR NUMBER

P.O. HANDLING

FAX  MAIL TO VENDOR

DO NOT MAIL TO VENDOR

RETURN VENDOR COPY

TO \_\_\_\_\_

		ACCOUNT CODES						M/B		
FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT	
1	010	0000	0	5807	00	1110	1000	027000	010	0000
2										0000
3										0000
4										0000
5										0000

ITEM	ACC CODE	QUANTITY	UNIT	UNIT COST	TAX	DESCRIPTION, CATALOG NUMBER (IE: MODEL, COLOR, SIZE, ETC.)
		4	1	238.50		Cost of Field Trip to Academy of Sciences as per attached invoices
						Kristina Wahlander - # 985596
						Vanessa Lorenzana - # 985590
						Lydia Zapata - # 985595
						Teresa Starr - # 985593
				954.00		Total

Complete if Categorical Funds Charged

JUSTIFICATION: \_\_\_\_\_

Page: \_\_\_\_\_ Date: \_\_\_\_\_ Initial \_\_\_\_\_

Activity: \_\_\_\_\_

APPROVALS:

ORIGINAL FOR DEPT. HEAD

SPEC. ED. / CATEGORICAL DIRECTOR

DIRECTOR OF BUDGET AND FISCAL SERVICES



57/3-2

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

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(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Zanker DATE REQUEST SUBMITTED: 2/27/17

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: 2nd grade 4 classes 15 13 14 4

DATE OF FIELD TRIP: May 12, 2017 DATE OF RETURN: May 12, 2017

TIME OF DEPARTURE: 8:30 PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 2:30 pm

DESTINATION (include address): Calif Academy of Sciences

DISTANCE FROM SCHOOL SITE (one way): 60 miles

TOTAL NUMBER OF PARTICIPANTS: 112 NUMBER OF STUDENTS: 92 NUMBER OF ADULTS: 20

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: n/a

MODE OF TRANSPORTATION (check one): Chartered Bus [checked] Private Vehicles [ ] Public Bus [ ] District Bus [ ] Walking [ ]

IF USING A CHARTERED BUS, IDENTIFY COMPANY: First Student

BUS INSURANCE VERIFIED BY ACCOUNT TECH III [checked] JT (initial) Ins Exp 12/31/17

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: n/a

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements). It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: [ ] (Principal's initial) [ ] (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Life cycles, Habitat, water cycle earth changes

COST ANALYSIS: Transportation Cost: \$ 1235.00 Other Fees: \$ 1025.00 Total Cost: \$ 20/person

HOW WILL THIS BE PAID?

Table with columns: CHARGE TO ACCOUNT, FD, RES, Y, OBJ, SOBJ, GOAL, FUNC, CCTR, SCH, MGMT. MGMT contains 0000.

REQUISITION # (attached) or other explanation of how fees will be paid: ASB (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature]

PRINCIPAL'S SIGNATURE: [Signature] (X) Approved ( ) Not Approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts Assistant Superintendent, Business Services signature (or designee):
★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.
( ) Board Approved ( ) Board Denied Superintendent Signature (or designee)