



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
BUDGETING AND FINANCIAL SERVICES**

FINANCE TAM: 2015-022

CONTACT: Julie Perry, Director
Budgeting & Financial
Services

TELEPHONE: 833-5850

TO: Middle & High School Principals

FROM: Rita R. Scallan, Chief Financial Officer 

DATE: October 29, 2014

SUBJECT: In-County Band Trips

For fiscal year 2014-2015, the District will fund the transportation costs of all *in-county* band trips for middle and high schools. The Requisition for Extracurricular or Educational Field Trips (MIS 5060) has been revised to include a section for the "Funding Source." A copy of the revised form is attached, and schools will receive the new form from Transportation. In addition, Transportation will post the new form on their website. Please discard all old Requisition for Extracurricular or Educational Field Trips (MIS 5060) forms.

When you submit your Requisition for Extracurricular or Educational Field Trips (MIS 5060) to Transportation for in-county band trips, be sure to specify that funding will be Project 4005 – Band Programs. The Budgeting Department will budget the funds as they are expended.

If you have funded in-county band trips this year through your Discretionary budget, please complete a Transfer of Expenditure Form (MIS 3365) and attach copies of the Requisition for Extracurricular or Educational Field Trips (MIS 5060) and the monthly trip statement listing the corresponding charge(s). Send these forms to the Budgeting Department for approval. Once approved, Accounting will enter the transfer and reimburse your budget.

If you have funded in-county band trips this year through your internal funds, please write a memo to the Budgeting Department requesting reimbursement from Project 4005 – Band Programs. Copies of the following documentation must be included with the request: Check Requisition Form, check stub, Requisition for Extracurricular or Educational Field Trips (MIS 5060), and monthly trip statement listing the corresponding charge. Once approved, Accounting will write a check to your school for deposit into your internal funds account.

Should you have any questions or require additional information, please do not hesitate to contact Julie Perry at 833-5850.

cc: Executive Staff
Program Director – Transportation
Director – Accounting & Financial Reporting
Bookkeepers

**School District of Okaloosa County
Transportation Department
Requisition for Extracurricular or Educational Field Trips
(Must be presented ten working days in advance)**

SECTION ONE (Completed by School)

School Name _____ Trip No. _____ (Required)

Date/Time of Departure _____ A.M. _____ P.M.

Date/Time of Return _____ A.M. _____ P.M.

Loading Area _____ Transported to _____

Estimated Duty Hours _____ No. of Buses Requested _____ No. Transported _____

Will Field Trip affect lunch count? Yes _____ No _____
(If Yes, school must forward a copy of the Field Trip request to Food Service.)

Teacher(s) in Charge _____

Type of Trip (1) Educational _____ (3) Band _____ (5) Other (Specify) _____
*(2) Athletic _____ (4) Chorus _____
*Specify Type of Sport _____

Check One TDE _____ Expenses _____

Funding Source Discretionary _____ (Budgeted funds - no project)
(Choose One) Project _____ Specify No. & Name _____
Internal Funds _____ (Transportation will send bill directly to school for payment.)

Signature of Principal Date

SECTION TWO (Completed by School if Furnishing Driver)

Name of Driver(s)

1 _____ 3 _____

2 _____ 4 _____

SECTION THREE (Completed by Transportation Department)

	Name of Driver(s)	Bus No.	Name of Driver(s)	Bus No.
1	_____	_____	_____	6
2	_____	_____	_____	7
3	_____	_____	_____	8
4	_____	_____	_____	9
5	_____	_____	_____	10

Signature of Transportation Director/Administrator Date