

REQUISITION FORM
ACTIVITY TRIPS
SHERIDAN SCHOOL

Name of Event _____

Date/s of Event _____

Total No. of Participants _____

_____ Breakfasts	@ 13.00	_____
_____ Lunches	@ 15.00	_____
_____ Dinners	@ 26.00	_____
_____ Rooms	@	_____

Total Estimated Costs _____

Coach/Advisor

Date

Administrator

Date

1. Fill out this requisition form.
2. Get administrator's signature.
3. Check out credit card with clerk using this requisition form.
4. Return credit card, *ITEMIZED RECEIPT*, and signed requisition as soon as possible after event.
5. **NO TIPS ON SCHOOL CREDIT CARD!** (Participants should leave cash.)

(If a participant does not use their allowance, the excess cannot be applied to another participant's purchase. Participants must pay cash for any amount over their allowance.)