



BURBANK UNIFIED SCHOOL DISTRICT TRANSPORTATION PROCEDURE

Each school will continue to order their own buses for field trips and sports activities. It is suggested that you allow a minimum of 4 weeks in advance of your desired trip date. Please visit the Purchasing Services Intranet Page for a list of approved transportation companies.

You will need to get a quote or trip confirmation prior to each trip to make sure that your school site has the funds to pay for the transportation costs.

We strongly suggest that you limit the people that are authorized to order buses at your school site. Best practice? We suggest the office manager along with the head coach for the high schools take on this responsibility.

Once you receive your quote or trip confirmation, you will enter a PO requisition in SmarteFinance. **Attach an electronic copy of your quote to your requisition.** If your Booster, PTA or ASB has agreed to pay for the trip, they must acknowledge this responsibility by signing the reservation form. Until you build confidence with these vendors, confirm your trips often and well in advance.

Once a purchase order is created for each requisition, you will be sent a PO Receiving Copy. This is an important tool to use while on your field trip. You will want your teachers to make notations of any unsatisfactory details of the trip. This document will also be used to support any payment disputes. By signing the Receiving Copy after the trip has taken place, you are verifying that you agree with the cost and that the trip occurred without incidence. Any disputes should be completely documented. Include any price adjustment agreements that were made between you and the vendor.

Please contact Purchasing Services with any questions.

Thank you,

Claudia Simancas
Senior Buyer
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