

TUPELO PUBLIC SCHOOL DISTRICT

DISTRICT VEHICLE REQUISITION

- Original to Transportation
- Keep a copy for your records
- Scan/email copy to Finance

TRAVEL PURCHASE ORDER NO. _____

	Van 01
	Suv 07

TO BE COMPLETED BY REQUESTING SITE

Site	_____		
Trip To	Purpose	Date of Trip	
_____	_____	_____	

	<input style="width: 80px; height: 20px;" type="checkbox"/> Site Paying
OR	
<input style="width: 80px; height: 20px;" type="checkbox"/> Outside Organization Paying	Name of Organization _____

# Students / # Adults		Time Needed	Estimated Return Time
_____		_____	_____

Personnel To Drive	1.	_____	3.	_____
	2.	_____	4.	_____
Requested By _____	Employee	Date Requested _____		
Approved By _____	Supervisor	Date Approved _____		

Approved By _____	Date Approved _____
Central Office	

TO BE COMPLETED BY DRIVER

Beginning Mileage _____	Ending Mileage _____
<i>Make Sure To Attach Signed Fuelman Receipts (if applicable)</i>	

TO BE COMPLETED BY TRANSPORTATION

Vehicle Charges			
\$ 0.25 X _____	Total Miles Driven +	\$25.00	= \$ _____
Total Charges			= \$ _____

Signature Authorizing Payment

Date