

HARLETON ISD
FIELD TRIP REQUEST FORM

Employee Requesting: Edward Pérez

Class or Organization Attending: Harleton Golf Boys

Location of Trip: Jacksonville, TX

Purpose of the Trip: Regional Golf

Date Leaving: 4.14.24

Time Leaving: 2:00 p.m.

Date Returning: 4.16.24

Time Returning: TBD

Approximate Number of Students Attending: 4

Number of Chaperones/Teachers: 1

Number of Buses: 0

Chaperone/Teacher Names: Ed Pérez

Bus Drivers: 0

Estimated Cost per Student: \$ _____

Student or School Funded: _____

If School Funded, Account Code: _____

Purchase Order Entered: _____

Transportation Request Emailed: _____

Purchase Order Amount: _____

Deposit Required: \$ _____ Credit Card or Check: _____

Paid: _____ Bal. Due: _____

Additional

Information: _____

Principal's Signature: [Signature]

Date: 4/9/24

Superintendent's Signature: _____

Date: _____

Overnight or Out of State Trips must have Board Approval

Board Approved: Yes _____ No _____ Date: _____

HARLETON ISD
FIELD TRIP REQUEST FORM

Employee Requesting: Edward Perez
Class or Organization Attending: Harleton Golf Girls
Location of Trip: Jacksonville, TX
Purpose of the Trip: Regional Golf
Date Leaving: 4.16.24 Time Leaving: TBD (after softball game)
Date Returning: 4.18.24 Time Returning: TBD
Approximate Number of Students Attending: 4
Number of Chaperones/Teachers: 2 Number of Buses: Ø
Chaperone/Teacher Names: Ed Perez Bus Drivers: Ø
Holly Foster
Estimated Cost per Student: \$ _____ Student or School Funded: _____
If School Funded, Account Code: _____ Purchase Order Entered: _____
Transportation Request Emailed: _____ Purchase Order Amount: _____
Deposit Required: \$ _____ Credit Card or Check: _____ Paid: _____ Bal. Due: _____

Additional

Information: _____

Principal's Signature: [Signature] Date: 4/9/24

Superintendent's Signature: _____ Date: _____

Overnight or Out of State Trips must have Board Approval

Board Approved: Yes _____ No _____ Date: _____