

Salem R-80 School District

CAR/SUBURBAN Request Form

Today's Date: _____ Date of Trip: _____ Destination: _____

Departure Time: _____ Return Time: _____

Other Stops: Yes _____ No _____ Where: _____

Sponsor: _____ Activity: _____

Approximate # of Riders: _____

Requesting: Car _____ Suburban _____

Charge trip to: _____ Code #: _____

Activity: _____

Comments/Other Important Information:

Upon returning the vehicle, please return KEYS to the Central Office MAILBOX if Central Office is closed or after hours, however during regular business hours, please return to Shelia Adamick at the front desk.

All **GAS RECEIPTS** must be given to your **SCHOOL BOOKKEEPER/SECRETARY** immediately following your trip and she will submit them to Central Office.

Thank you for your cooperation with this procedure.