



Pawnee Independent School District

Field Trip Checklist

All forms must be submitted at least Two weeks prior to the trip.

Checklist:

___ Check with the current Principal regarding taking a field trip.

(Have permission form filled out and any cost printed with you)

___ Create a PO request in Ascender for any cost. (entry fee, food cost, etc.)

(Green Ascender > Purchasing > Maintenance > Create/Modify Requisition)

Fill out: Add -Clear All > Sort Key/Vendor Name > Campus/Dept: **101** > Reason > Order For

Fill out per Item: Description > Quantity > Unit of Issue > Unit Price

Once completed, click Uniform Acct Distr > Add > 3 dots > Search > find code > 100% > calculate amount > OK > Submit

___ Send Permission Form home in Tuesday folders.

(hand it out yourself or bring it to the front office by 3PM Monday before we need to send it home).

___ Submit the Transportation Request Form to the Principal to approve then give to the front office.

___ Front office will submit the Transportation Form to Cody Field. (for car, Sub, or Truck See Krystal)

___ Submit a Lunch/Snack Request Form to the cafeteria. (hang on the Cafe door by stage).