
Checklist for Travel Agency Charter Bus

Trip: _____ Date: _____

Sponsoring Teacher(s)/Director: _____

Contact Information: Phone # _____ Email address: _____

Name of Group/School: _____

Signature of Approver: _____ Printed Name: _____
(School Principal, Coordinator, or Athletic Director)

Title of Approver: _____

Name of Travel Agency: _____

Agents Name: _____ Phone #: _____

If a Travel Agency is providing Charter Bus transportation the following checklist must be followed. This is necessary for insurance purposes.

- Contact the Purchasing Department by e-mail (kshannon@parkwayschools.net) with the name of the travel agency, travel agent name and contact information along with the date of the trip.
- The Purchasing Department will contact the travel agency to verify that Parkway's charter bus insurance requirements have been met.
- The Purchasing Department will email the Sponsoring Teacher/Director the insurance form upon receiving this verification.
- A representative of the school then contacts the travel agency to confirm trip.
- The budget secretary then enters a requisition into MUNIS with the following information listed in General Notes (be sure to check the "Print on PO" box):
 - Travel Agency Confirmation # _____
 - Insurance has been verified
 - Invoice must reference the purchase order #
 - For Confirmation only – Do Not duplicate
- Attach a copy of the checklist and certificate of insurance to the requisition.
- Send a copy of this completed form with the contract to be signed by the CFO.
- Name of person completing this form: _____