

**Bensalem Township School District
BUSINESS OPERATIONS
Bensalem, PA 19020-1898**

Truck Driver Services Requisition: 2016-2017

Date of Request: _____ Day & Date Service is Needed: _____

Requesting Originator _____ Contact phone #: _____

Group Requesting Service: _____

Name & Address of Destination: _____

Type of Service Requested: _____

Time of LOAD: _____ LEAVE: _____ RETURN: _____

Approved: ____ Yes ____ No Principal/Administrator Signature: _____ / _____ DATE

Account Code to Charge: _____

or Other please specify: _____

Estimate		#					
	x	\$35.07	x		# of Hrs.	=	\$ -
		# Miles	x	\$1.54	/mi	=	\$ -
		TOLLS				=	
		Estimated		TOTAL		=	\$ -

Note:

- ⊙ If you have more than two boxes*, this form must be completed and you must give 48 hours advance notice.
*Boxes need to be of uniform size (NO boxes over 40 lbs.)
- ⊙ File cabinets, desks, and/or drawers need to be empty.
- ⊙ Trips, shows, music programs or other events will require a minimum of one-week advance notice.
Service requested without adequate notice will require the Superintendent's signature.
- ⊙ Trips being cancelled by the originator must be submitted in writing 24 working hours prior to start of trip. Failure to meet this time frame will cause your account to be charged for any incurred costs. (not to exceed estimated cost)

Mileage		Time		Driver	
Finish:	_____	Finish:	_____	_____	_____
Start:	_____	Start:	_____	_____	_____
Total:	_____	Total:	_____	_____	_____

Actual		#					
	x	\$35.07	x		# of Hrs.	=	\$ -
		# Miles	x	\$1.54	/mi	=	\$ -
		TOLLS				=	
		ACTUAL		TOTAL		=	\$ -

Receipts Required

Originator must submit this form in triplicate to the Facilities Operations Center Office.