



When creating the requisition make sure the following information is always included:

NAME OF THE INSTITUTION BEING VISITED  
DATE OF FIELD/STUDY TRIP  
CONFIRMATION/RESERVATION NUMBER(S)  
TEACHER NAME(S): THE TEACHER(S) IN CHARGE  
NUMBER OF STUDENTS  
NUMBER OF CHAPERONES

Make sure backup paperwork is **ALWAYS** attached to your requisition, if you are unable to attach it must be sent to purchasing referencing the purchase requisition number. This paperwork includes the reservation confirmation or confirmation invoice which is provided by the vendor to the teacher once the Study Trip has been booked.

Make sure that the Purchase Requisition is entered into the system at least prior to the date of the study trip. (Preferably entered when the reservation has been secured by the teacher). The PR has to go through workflow and then end up at Purchasing in time for a \_\_\_\_\_ to be done and given to accounting. Vendors typically want payment two (2) weeks prior to the date of the Study Trip.

When the Purchase Order is approved and ready a copy will be emailed to the requestor to provide to the teacher attending the trip.

