

Warehouse Vehicle Request

Conroe Independent School District

A form must be completed for each vehicle required for each trip.

PLEASE PRINT, FILL OUT, AND FAX OR E-MAIL TO THE APPROPRIATE WAREHOUSE

Sponsor Instructions: Complete this request form and fax/e-mail it to the warehouse at least two weeks prior to the date of the trip. Enter the budget code to be used to pay for the trip. If more than one budget code is to be used, you must enter the percent to be charged to each account. **All mileage will be charged at \$3.50 per mile. If wait time is required, the charge will be \$16.50 per hour. Wait time for football games will always be 3 hours.** The wait time for all other events will start when the truck arrives at the destination and end when they depart for the trip back to the campus.

Truck & Driver

Today's Date _____
 Campus/Group _____
 District Contact _____
 Contact Cell Phone # _____
 Destination _____

Departure Date _____ Return Date _____
 Load Time _____ Departure Time _____

Estimated Return time _____

Estimate the cost of the trip

Estimated round trip mileage: x

Estimated wait time: x

Estimated cost of trip:

-----CISD budget (q'dg'bj cti gf 'tgs uired)-----

Fund	Function	Sub-obj	Organization	Program Intent	Account	%	Amount

-----To be completed by Warehouse Driver-----

Vehicle # _____

Assigned Driver _____

EIN # _____

Odometer start _____

Odometer stop _____

Total miles _____

Driver start time _____

Driver finish time _____

Total hours _____

Arrival time _____

Departure time _____

Total wait time _____

Driver's signature _____

Odometer readings begin and end at the driver's original reporting location.