

This form MUST be approved prior to any work being performed and before scheduling a "Trip Request" in SchoolDude.

Buckeye Career Center Outside Customer Service Approval Form

Teacher/Lab _____

Name of Customer _____

Customer Address _____

Vehicle/Mileage Expense:

#__ Van(s) round trip mileage ____ x # of days __ = ____ x \$0.56 = \$_____

#__ Bus(s) round trip mileage ____ x # of days __ = ____ x \$2.50 = \$_____

#__ Truck(s) round trip mileage ____ x # of days __ = ____ x \$0.56 = \$_____

#__ Dump Truck(s) round trip mileage ____ x # of days __ = ____ x \$0.75 = \$_____

Total Vehicle/Mileage Expense \$_____

Estimated Materials/Expenses:

Materials _____ \$_____

Other _____ \$_____

Travel Costs _____ \$_____

Total Estimated Materials/Expenses \$_____

* Attach this approved form to the Customer Service Invoice.

Customer Approval _____ Date _____

I acknowledge that I may be held responsible for injuries incurred on my property during this project.

Assistant Principal Approval _____

Principal Approval _____

Superintendent Approval _____

