

Keep a copy for your records

Bus Request College of Agricultural Sciences

Course or Group Name: _____

Date	Day of week	Hour to Depart	Hour to Return***	No. Of Persons	Destination	Bus Needed Continuous Y or N
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

***This means hour the bus will return to initial campus loading place. Normal loading place is along side of Ag.

Admin. If different than specify: _____

Notification to cancel a bus must be received by 4:00 pm the day prior to the event.

Contact Information

Person on site: _____ Cell Phone No. _____

Office Address: _____ Email Address: _____

Billing Information

Department: _____ Office Address _____ Phone No. _____

Name _____ User ID _____ Simba CC/IO: _____

NOTES:

1. Filing of this form DOES NOT confirm availability of a bus. You will receive an email confirming your reservation.
2. If you have scheduled a bus and later find that you don't need it, call Farm Operations at 814-865-4433 to cancel it. Charges will be made for buses not canceled.