



SOUTH HADLEY PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT
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DR. GUS A. SAYER
Superintendent of Schools

To: ✓ Dan Smith, South Hadley High School Principal
Erica Faginski, M.E. Smith Middle School Principal
Jill Pasquini-Torchia, Mosier Elementary School
Jill Flanders, Plains Elementary School
Tad Desautels, Athletic Director

From: Dr. Gus A. Sayer, Superintendent of Schools

Re: Field Trips

Date: November 4, 2008

Effective immediately, Five Star Transportation will require a purchase order for **all** field trips conducted by our schools, regardless of who is funding the trip.

If the field trip is funded through a school budget account, the Athletic Revolving account, or a Student Activity Account, there are no problems issuing the purchase order presuming you have the funds in the account. For trips funded by PTA / PTO's, Boosters, or other groups, you will need to either obtain the funds in advance and deposit to your donation account or charge the purchase order to your school budget and request a change be made to the payment after you receive the funds.

To expedite the acceptance of gifts for such purposes without going to the School Committee each time, I will ask the School Committee to accept "in advance" any gifts from outside groups that will fund field trips that the principal approves.

If you have specific questions on this actual process, please contact Candice Walczak.

Please share this information with your staff, PTA / PTO, Boosters, and any other appropriate group.

cc: Candice Walczak, Business Administrator

D:corr:Admin:FieldTrips08