

Business Education Funds Transportation Request

If you are planning to coordinate transportation for your students to **Careers Fairs/Industries Expo** and wish to request funding to cover the cost, MontcoWorks has limited funding available to assist. You must first complete this form for review and approval from MontcoWorks Fiscal Office.

As funding is limited, it will be allocated at a *first come, first serve* basis until funds have been exhausted. We strongly encourage returning completed form as soon as possible to avoid disruption in coordination.

It will be the responsibility of each school to schedule the transportation services and provide appropriate oversight for the safety of passengers before, during and after event.

Funding Request For:

- Number of students _____
- Date of Event _____
- Arrival Time _____
- Departure Time _____
- Number of Bus or Shuttle for transporting students and parents (max 2): _____

Requestor Information

School District:		School Name:	
School Address:			
Contact Name:	Email:	Phone:	

Same contact for Event Day? [] Yes [] No, If no, contact name/mobile phone _____

Vendor Information

Name of Bus/Shuttle Vendor:		
Contact Name:	Email:	Phone:
Total Amount Requesting: \$ _____		

Once approved, the Vendor must send invoice to monchitt@montcopa.org with **Reference # COT-22**

MontcoWorks will make payment directly to Vendor.

