

ECHO

EXCEPTIONAL CHILDREN HAVE OPPORTUNITIES

JOINT AGREEMENT OFFICE
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FIELD TRIP PROCEDURES

1. Complete the Field Trip Approval Application Form (ISBE34-34 (4/86)) for the submission to the Director of Special Education.
2. Complete the ECHO Purchase Requisition form reflecting field trip expenses and appropriate program account number.
3. Attach the Field Trip Approval Application form to the Purchase Requisition form and submit both to the Executive Director for approval or disapproval.
4. The Field Trip Approval Application form will be given to the Secretary of the Executive Director who will maintain the original form and send a copy to the Program of origin. If approved, the Purchase Requisition will be given to the Business Manager and/or Grant Coordinator for signature and processing.