

**CUMBER CITY UNIFIED SCHOOL DISTRICT
FIELD TRIP - BUS TRANSPORTATION REQUEST FORM**

21724

INSTRUCTIONS:

1. Requisitioner is requested to complete in full, Section I and forward all copies for approval per indications under Section II. Please note that field trips that are not listed in the field trip guide require approval by the Assistant Superintendent, Educational Services.
 2. Upon completion of Section II, as appropriate, all copies should then be forwarded to the Director of M.O.T. for confirmation of the trip date.
 3. Upon completion of procedures per #1 and #2 above, the confirmation copy (green copy) will be returned to the school.
 4. Upon completion of the trip, the final cost data will be provided to the school for its records.
- NOTE: ALL TRANSPORTATION REQUESTS MUST BE RECEIVED IN THE M.O.T. OFFICE AT LEAST TWO WEEKS IN ADVANCE OF REQUESTED DATE.**

SECTION I - TO BE COMPLETED BY REQUISITIONER

REQUISITIONED BY: Robid Munn (TEACHER)
 SCHOOL: Lin Hour DEPARTING FROM (school/location): front of school GRADE: 1 TODAY'S DATE: 10-15-75
 TRIP DATE: 1/27/26 DESTINATION (INCLUDE ADDRESS): California Science Center - 700 Exposition Blvd LA 90037 NAME OF PERSON(S) IN CHARGE: 1st Grade Teachers
 # OF STUDENTS: 80 TOTAL # OF PASSENGERS: 100 DEPARTURE TIME: 8:30 am PICK-UP TIME AT FIELD TRIP LOCATION: 12:30 PM ESTIMATED # OF MILES (ROUND TRIP): _____
 OBJECTIVE OF FIELD TRIP: In correlation with Science Standards
 SPECIAL INSTRUCTIONS (IF ANY): _____

SECTION II - APPROVAL

APPROVED BY: [Signature] (SITE ADMINISTRATOR)

BUDGET NUMBER(S) TO BE CHARGED: 010-914000-1100-10000-SIR-202000

PAGE NUMBER IN FIELD TRIP GUIDE: _____

ASSISTANT SUPERINTENDENT'S SIGNATURE (REQUIRED IF LOCATION IS NOT LISTED IN FIELD TRIP GUIDE)

SECTION III - TO BE COMPLETED BY THE OFFICE OF M.O.T.

ASSIGNED TO: _____ BUS #: _____
 ENDING ODOMETER READING: _____
 STARTING ODOMETER READING: _____
 TOTAL MILES TRAVELED: _____

SECTION IV - TO BE COMPLETED BY THE OFFICE OF M.O.T.

ESTIMATED MILES:	X \$ _____	= \$ _____	(EST. COST)
ACTUAL MILES:	X \$ _____	= \$ _____	(ACTUAL COST)
ACCOUNT(S) TO BE CHARGED:	ACCOUNT	AMOUNT CHARGED	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	



CULVER CITY
UNIFIED SCHOOL DISTRICT

SHIP TO:

Linwood E. Howe Elementary School
4100 Irving Place
Culver City, CA 90232
310-842-4338

BILL TO:

Accounts Payable Office
accountspayable@ccusd.org
310 842-4220
4034 Irving Place
Culver City, CA 90232-2848



PO1-6444-2020000-260000000612-2

PURCHASE ORDER NO
PO1-260000000612

CHANGE ORDER : 1

VENDOR: 0000347604 CALIFORNIA SCIENCE CENTER FOUNDATION 700 EXPOSITION PARK DR LOS ANGELES, CA 90037	ISSUE DATE	12/19/2025	DUE DATE	06/30/2026	BUYER NAME	Erika Arredondo	SPECIAL INSTRUCTIONS: <ul style="list-style-type: none"> • Purchase order No. must appear on all shipped material, packing slips, invoices and correspondence. • School Site Delivery Hours: Mon-Fri 8AM - 12:00PM & 1PM - 4:00PM. Not open weekends & holidays. • For any questions on the purchase order, please contact purchasing at 310-842-4220 ext 4357
	VENDOR PHONE		PO TERMS		BUYER PHONE	(310) 842-4220	
	VENDOR FAX		SHIP VIA	Best Way	BUYER FAX		
	VENDOR EMAIL	ORDERS@CALIFORNIASCIENC	FOB	FOB Destination, Freight Collect	BUYER EMAIL	erikaarredondo@ccusd.org	

Line	Commodity Code	Commodity Description	Quantity	UOM	Unit Price	Total Line Amount
1	86132202	FIELD TRIP TO SCIENCE CENTER - 1ST GRADE ADDITIONAL COMMODITY INFORMATION: IMAX THEATRE ANTARCTICA 3D DATE: 01-27-2026 CHILD TICKET FEE	68.00000	EA	7.000000	\$476.00
2	86132202	FIELD TRIP TO SCIENCE CENTER - 1ST GRADE ADDITIONAL COMMODITY INFORMATION: IMAX THEATRE ANTARCTICA 3D DATE: 1-27-2026 CHAPERONE COMP	4.00000	EA	0.000000	\$0.00
3	86132202	FIELD TRIP TO SCIENCE CENTER - 1ST GRADE ADDITIONAL COMMODITY INFORMATION: IMAX THEATRE ANTARCTICA 3D DATE: 1-27-2026 CHAPERONE	3.00000	EA	7.000000	\$21.00
4	86132202	TO INCREASE PURCHASE ORDER TO ACCOMMODATE ADDITIONS ADDITIONAL COMMODITY INFORMATION: ADDED 7 MORE 1ST GR CHAPERONES TO THE IMAX THEATRE ANTARCTICA 3D ON 1-27-26 FOR THE SPECIAL EDUCATION STUDENTS. THE SCIENCE CENTER SUBTRACTED THE \$25 DEPOSIT FROM THE TOTAL	0.00000		0.000000	\$31.00



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Final

PURCHASE ORDER NO

PO1-260000000612

CHANGE ORDER : 1

Line	Commodity Code	Commodity Description	Quantity	UOM	Unit Price	Total Line Amount
5	86132202	TO INCREASE PURCHASE ORDER TO ACCOMMODATE ADDITIONS	0.00000		0.000000	\$49.00

ADDITIONAL COMMODITY INFORMATION:
ADDED 3 STUDENT TICKETS FOR 1ST GR IMAX
THEATRE ANTARCTICA 3D

WAREHOUSE INSTRUCTIONS:

Linwood E. Howe Elementary School

Issuer: Leslie Gardner

Requestor: Leslie Gardner

REASON FOR MODIFICATION

TO INCREASE PURCHASE ORDER BY \$49 PER XREQ# 260000000783, V2

TERMS AND CONDITIONS/COMMENTS:

The District's Standard Terms and Conditions (the "Terms and Conditions") as posted on the District's website at http://www.ccusd.org/Purchasing/POTermsAndConditions_103019.pdf are fully and completely incorporated into this Purchase Order by this reference. By accepting and executing the Purchase Order, the Vendor/Contractor hereby accepts all provisions within the Terms and Conditions and agrees to comply with any and all requirements set forth or established in the Terms and Conditions as part of this Purchase Order. This Purchase Order, along with the Terms and Conditions, constitutes a legally binding contract between the District and Vendor/Contractor. Failure by Vendor/Contractor to meet and comply with all provisions in the Terms and Conditions shall constitute a breach of this Purchase Order. Any differing terms and conditions noted in individual contracts supercede the District's Standard Terms and Conditions.

PLEASE FIND ATTACHED RESERVATION # 3029966

BOARD APPROVAL DATE 11/18/2025

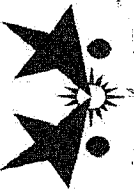
PURCHASE ORDER INCREASED ON 12/19/2025

LINWOOD E HOWE ELEMENTARY SCHOOL

Alfonso Jimenez

AUTHORIZED/APPROVAL SIGNATURE

Date/Time: 12/19/2025 10:27:14 AM



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Final

PURCHASE ORDER NO
PO1-26000000612

CHANGE ORDER : 1

For Internal Use Only:

01-0-91400-0-11100-10000-5816-2020000 - \$577.00

Requisition IDs Referenced:

XREQ-260000000783