



CHARTER BUS JUSTIFICATION SHEET

I _____ (School Representative), have called Gulf Coast Tours and talked to _____ (Gulf Coast Tours Rep.) on _____ (Date) and they are not able to provide service for _____ (Date(s) of Trip), therefore we will go to a secondary vendor as an alternate.

Reason:

School _____

School Contact Person : _____ Phone: _____

Signature: _____ School

Name: _____

Date: _____

**THIS FORM MUST BE ATTACHED TO YOUR
REQUISITION WHEN SUBMITTING TO THE
PURCHASING DEPARTMENT.**