



## CHARTER BUS JUSTIFICATION SHEET

I \_\_\_\_\_ (School Representative), have called  
Wright's Charters and talked to \_\_\_\_\_ (Wright's  
Charters 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.**