



Payments for buses/field trips

In order to minimize PTO liability, all buses for field trips should be ordered and paid for through the school purchasing and accounts payable system. All arrangements should be coordinated with the building principal (or designee such as the school secretary) and all orders encumbered through the district's purchasing system (H.T.E.) via a purchase order. If the PTO is paying for the trip, a check in the same amount should be sent to the SPS Finance Department, attention: Dave Hollywood, with the proper account number. The number starts with 019-39-2701-511-XX, ending with the last two digits where XX represents the two digit building code. The trip account will then receive the proper credit.

Booking trips with First Student is fine. They have an insurance certificate on file that protects the BOE and volunteers from liability.

You can make payments to other bus companies (i.e. DATTCO) and/or field trips (i.e. Nature's Classroom), but the teacher or principal must get a copy of the bus company's or field trip destination's insurance coverage showing the same protection (naming the city of Stamford and SPS as additional insureds). Hugh Murphy, the Executive Director of Finance, is sending the principals a reminder of this procedure. If the PTO is handling the bus or trip arrangements, then the PTO needs to get this insurance information in the form of an insurance certificate.