



---

# BULLETIN

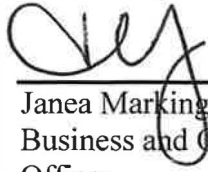
---

**SUBJECT:** 2024-25 6th Grade Science Camp Deadline **2024-25 NO. BS -25**

**TO:** K-6 and K-8 Principals/Office Managers

**DATE:** March 3, 2025

**PREPARED BY:** Christian Ramirez **DEPARTMENT:** Budget Services  
Interim Director III,  
Budget Services

**REVIEWED BY:** Cindy Tao, Assistant **APPROVED:**   
Superintendent of  
Business Services.  
Janea Marking, Chief  
Business and Operations  
Officer

---

This bulletin serves to inform you that all requisitions for 6th Grade Science Camp for K-6 and K-8 schools for the 2024-25 school year must be submitted no later than April 4, 2025. This is the final date to create requisitions for the 2024-25 fiscal year.

Please forward all field trip packets to your Instructional Area Superintendent for approval.

The following budget codes have been provided to assist you when creating your requisitions.

Description	Budget Code
Park registration/deposit/fees	01-7435-0-5810-00-1110-1000-875-XXXX-000
District bus transportation	01-7435-0-5730-00-1110-1000-875-XXXX-000
Chartered bus	01-7435-0-5832-00-1110-1000-875-XXXX-000

For assistance with submitting requisitions or any questions regarding the process, please contact your [Fund Specialist/Analyst](#).