



### **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 via a Purchase Order. If the PTO is paying for the trip, a check from the PTO in the same amount should be forwarded to the SPS Finance Department (888 Washington Blvd, 3<sup>rd</sup> Floor).

The SPS Transportation Department has a list of which bus companies have current Certificates of Insurance on file. If a school or PTO wishes to hire another company, they must first obtain a Certificate of Insurance from that vendor naming the City of Stamford and Stamford Public Schools as additional insured, and have the COI approved. The SPS Finance Department can assist with this. Finally, please reach out to SPS Finance in the event that costs for any trip are expected to exceed \$10,000.

#### **Contacts:**

SPS Transportation Department

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