

NUECES CANYON CONSOLIDATED INDEPENDENT SCHOOL DISTRICT



P. O. Box 118 - 200 Taylor Street
Barksdale, Texas 78828-0118
830-234-8141 830-234-3435 fax



REQUEST FOR OVERNIGHT LODGING

This form must be submitted to the superintendent for authorization, and all reservations must be made by the office staff when NCCISD is responsible for payment.

NO EXCEPTIONS!!

Group _____ Requester _____

Of Students _____ Date of Function _____

Special Requests: _____ Destination _____

Supt. Authorization _____ Sponsors: _____

REQUESTER COMPLETE TO HERE

For Office Use Only

Hotel Name _____

Hotel Location & Phone _____

Arrival _____ Departure _____

Of Nights _____ # of Rooms _____

Room Description _____ Rate _____

Name Held Under _____ Conformation # _____

This reservation was held for late arrival with the district's Master Card. Make Sure you take a district CREDIT CARD and a TAX EXEMPT FORM WITH YOU.