

Instruction

1. Submit one copy per DOE Vendor ID / Tax ID.
2. Please list all OPT Codes on Page 1.
3. Page 5 must be notarized and in original signature.
4. Please mailed out all 19 pages of the reimbursement application.
5. Original copy must be received by postal mail.

Return completed reimbursement application to:

NYC Department of Education
Office of School Support Services
Finance Reimbursement Unit
44-36 Vernon Boulevard, Room 403
Long Island City, NY 11101

NEW YORK CITY DEPARTMENT OF EDUCATION
REIMBURSEMENT APPLICATION FOR AFTER 4:00 P.M. TRANSPORTATION COSTS

OTP Code:	
DOE Vendor ID:	
School Name:	
School Main Street Address:	
School Post Office Box:	
School City/State/Zip Code:	
School Main Tel. Number:	
School Main Fax Number:	
School Website:	
School Taxpayer Identification Number (“TIN”):	
School Chief Executive Officer’s Name:	
CEO’s tel., fax and email:	Tel.: () ; Fax: () ; Email:
School Contact Person:	
School Contact Person’s tel., fax and email:	Tel.: () ; Fax: () ; Email:
School Legal Entity Type:	
	(<i>e.g.</i> , not-for-profit corporation, publicly traded corporation, limited liability corporation, limited partnership, general partnership, sole proprietorship, <i>etc.</i>)
School Accountant’s Name:	
Acct’s Main Street Address:	
Acct’s Post Office Box:	
Acct’s City/State/Zip Code:	
Acct’s tel., fax and email:	Tel.: () ; Fax: () ; Email:

- Under Education Law § 3627, the Board of Education of the City School District of the City of New York (“NYCDOE”) is responsible to transport pupils in Grades K-2 (who reside at least ½ mile from their schools) and Grades 3-6 (who reside at least 1 mile from their schools) who attend school from 9:30 AM (or earlier) for regularly scheduled academic classes through 4:00 PM or later (“After 4” busing). § 3627 authorizes the NYCDOE to carry out this responsibility either through **(a)** transportation of pupils by NYCDOE contractors, or **(b)** reimbursement of the cost incurred by licensed transportation carriers to provide these transportation services or reimbursement of the cost incurred by the school named above (“School”), if such school contracts with a licensed transportation carrier to provide these transportation services for its pupils upon the submission of regular periodic invoices and, as required, additional information to the NYCDOE.
- Under Education Law § 3627(5), the NYCDOE is authorized to reimburse the School for the cost incurred by a licensed transportation carrier which the School has provided or with which the School has contracted to provide transportation services, if the School demonstrate that such cost is lower than the NYCDOE’s cost to provide such transportation. If at any time the NYCDOE shall find that the School’s cost for After 4 Busing exceeds the cost that the NYCDOE would incur to provide transportation via a NYCDOE contractor(s), the NYCDOE shall either **(a)** discontinue reimbursement to the School and instead offer the School’s students transportation by a NYCDOE contractor(s), or **(b)** cap the amount of reimbursement to the School at the cost the NYCDOE would incur to provide transportation via a NYCDOE contractor(s).
- Education Law § 3627(4) limits the State transportation aid for After 4 busing to \$17.1 million for

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School Year 2016-17 and thereafter. Education Law § 3627(4) limits the NYCDOE's cost to comply with this law to the local school district funding level eligible for State transportation aid. The NYCDOE will provide After 4 busing on an equitable basis to all students eligible for this busing until the combined local school district funding plus State aid is exhausted. The NYCDOE shall not be liable to the School, and the School shall make no demand for, payment in excess of the School's equitable share of the apportionment described in this **Paragraph 3**. Funds are subject to availability and shall be distributed on an equitable basis, until such apportionment is exhausted. If total demand in the New York City School District for After 4 busing shall exceed the apportionment described in this **Paragraph 3**, the NYCDOE shall, to the extent reasonably feasible, supply only partial transportation service and/or only partial reimbursement to the School such as, but not limited to, a limited number of days of service by an NYCDOE contractor(s) or reimbursement at a fraction of eligible costs.

4. If the NYCDOE determines that a school is eligible for reimbursement of the cost incurred to provide transportation services by a licensed transportation carrier, the NYCDOE shall reimburse the cost of After 4 busing for A.M. pick-ups and P.M. drop-offs Mondays through Fridays. Reimbursement shall be limited to transportation provided for days on the regularly scheduled NYCDOE public school calendar year plus any alternate days, as stated in Education Law § 3635, Subd. 2-a. Such reimbursement shall be made on a per student-transported basis for all eligible students based upon eligible student day(s).
5. Schools that choose to provide transportation services by using an outsourced licensed transportation carriers must collect at least three bids of services to determine the market rate. The rate must only be based on allowable cost as stated in Education Law § 3627. The contract must be awarded to the lowest cost provider. If requested forms and documents are not received within the timeframes prescribed by the NYCDOE, then reimbursement may be denied. All books, records, invoices, forms, reports or materials deemed necessary by the DOE to substantiate the validity of the bids and/or for reimbursement for after 4pm transportation costs, shall be made available for review upon the BOE's request. The DOE may inspect the bids and all related forms without prior notice. Schools shall retain and maintain for six (6) years from the end of each school year, adequate time, payroll, personnel, expense and other supporting records relating to all of the services as are necessary to assure a proper accounting of funds for reimbursement for After 4pm transportation costs.
6. The School must supply the NYCDOE with a completed, signed and dated Form W-9, "Request for Taxpayer Identification Number (TIN) and Certification." (See <http://schools.nyc.gov/Offices/dcp/vendor/w9.pdf>). The School must furnish to the NYCDOE Office of Pupil Transportation ("OPT") an updated Form W-9 whenever there are any substantive changes to the information about the School as contained on Form W-9. All forms must be submitted by the date designated by the NYCDOE. If said forms are not received within the timeframes prescribed by the NYCDOE, then reimbursement may be denied.
7. The School must use the OPT "4PM and After School Bus Transportation Reimbursement Invoice" ("Invoice") (see **Exhibit 1**) and the OPT "Bus Service Actual Cost Sheet" ("Cost Sheet") (see **Exhibit 2**). Beyond signing and dating each Invoice and Cost Sheet, the School must complete all data

NEW YORK CITY DEPARTMENT OF EDUCATION
REIMBURSEMENT APPLICATION FOR AFTER 4:00 P.M. TRANSPORTATION COSTS

on each Invoice and Cost Sheet such as, without limitation, the New York State Department of Transportation identification number of each licensed transportation carrier for which the School seeks payment. The School must register all pupils for whom transportation reimbursement is sought on the NYCDOE Non-public Student Information System (“NPSIS”) database, and the School must update/certify the accuracy of all pupil information on a monthly basis and submit with each Invoice the monthly report showing the Number of Eligible Students on Each School Day. (See- <http://www.optnyc.org/schools/schoolapplications.htm>, <http://www.optnyc.org/training/professionaldevelopment.htm>.) All forms and online registrations must be submitted by the date designated by the NYCDOE. If said forms and/or online registrations, are not received within the timeframes prescribed by the NYCDOE, then reimbursement may be denied.

8. The School must submit the Invoice on a monthly basis and the Cost Sheet twice yearly with deadline dates set by the NYCDOE. In addition, the School must submit by not later than the deadline date specified by the NYCDOE in each cost review notification all information expressed in the Cost Sheet (see **Exhibits 2 and 3**). The NYCDOE shall be responsible to pay only for the direct, ordinary and reasonable costs attributable to the licensed transportation carrier for the transportation of the School’s students in the morning and afternoon to and from school and not for any of the School’s administrative and other indirect costs. All forms must be submitted by the deadline designated by the NYCDOE. If said forms are not received within the timeframes prescribed by the NYCDOE, then reimbursement may be denied. All claims for reimbursement shall be subject to audit by the NYCDOE Office of Auditor General and/or other NYCDOE designees, with whom the School shall cooperate fully.
9. The School must complete and maintain the information required by OPT’s Non-public School Calendar application and must certify the month-to-month accuracy of this information. (For general information, see <http://www.optnyc.org/schools/schoolapplications.htm>; see also <http://www.optnyc.org/training/professionaldevelopment.htm> . For access, see <http://www.optofns.org/opt/vendors/npcalendar/login.aspx>.)
10. Incorporated into, and made part of, this application are the appended **Exhibits 1, 2 and 3** and the document contained in the following hyperlink: <http://schools.nyc.gov/NR/rdonlyres/F4C5EF36-1D79-4D4B-9548-C18543E893A7/0/After4Busing.pdf>. To the extent there shall or may exist any inconsistencies or conflicts between or among any provisions of this application including this application document consisting of pages 1-5, **Exhibits 1 through 3**, and the document contained in the hyperlink expressed in the preceding sentence, the following order of governance is hereby established for every case and for all general and/or particular intents and purposes: first this application document consisting of pages 1-5, second the document contained in the hyperlink expressed in the preceding sentence, third **Exhibit 3**, fourth **Exhibit 1**, and fifth and finally **Exhibit 2**. The NYCDOE shall have the right to add to, delete from, update, re-format and/or otherwise change **Exhibits 1, 2 and 3** upon written notice to the School. The School shall comply with all reasonable changes to informational requirements that result from any updates to **Exhibits 1, 2 and/or 3**.
11. The provisions of this application and all transportation services and cost reimbursement expressed herein shall be governed by and construed in accordance with the laws of the State of New York. If this application contains any unlawful provisions or portions thereof, they shall be deemed deleted from the application and the remainder of the application shall remain in full force and effect. In

NEW YORK CITY DEPARTMENT OF EDUCATION
REIMBURSEMENT APPLICATION FOR AFTER 4:00 P.M. TRANSPORTATION COSTS

connection with this application and the School's pursuit of reimbursement and/or transportation services hereunder, the School shall comply with all applicable laws, rules and regulations. The NYCDOE and the School hereto agree that every provision of law required to be inserted herein be deemed a part hereof. It is further agreed that if any such provision is not inserted or is incorrectly inserted, through mistake or otherwise, this application shall be deemed amended so as to comply strictly with the law. Moreover, the School shall be responsible to require that all licensed transportation carriers for whose costs the School seeks reimbursement shall comply with all applicable Federal, State of New York, City of New York and NYCDOE laws, rules and regulations. The School shall indemnify and hold harmless the NYCDOE and the City of New York for any liability, loss, claim or damage to persons or property arising out of the fault or negligence of the School, any licensed transportation carriers and/or their its employees or agents arising from the transportation of the School's pupils by any licensed transportation carriers selected by the School.

[APPLICATION CONTINUES ON THE NEXT PAGE.]

NEW YORK CITY DEPARTMENT OF EDUCATION
REIMBURSEMENT APPLICATION FOR AFTER 4:00 P.M. TRANSPORTATION COSTS

THIS REIMBURSEMENT APPLICATION FOR AFTER 4:00 P.M. TRANSPORTATION COSTS IS SUBMITTED BY,
AND THE TERMS AND CONDITIONS HEREIN EXPRESSED ARE HEREBY AGREED TO AND ACCEPTED BY:

By: _____
Signature

Print Name

Print Title

Print Name of School

On this day of _____, 201 , before me,
the undersigned, a Notary Public in and for said State,
personally appeared the School representative whose
name/signature appear at left, personally known to me or
proved to me on the basis of satisfactory evidence to be the
individual whose name is subscribed to the within
instrument and acknowledged to me that she executed the
same in her capacity, and that by her signature on the
instrument, the individual or person upon behalf of which
the individual acted, executed the instrument.

Notary Public

For NYCDOE Office of Pupil Transportation Use Only	
Approved by:	Print Name:
Date: / /201	

Exhibit 1

Exhibit 2

4:00 P.M. & After Busing Transportation Reimbursement
 Bus Service Actual Cost Sheet - Service Provided by Contractor

Service Period - September 1, 2018 - January 31, 2019

Section 1 - School Information

School Information	Vendor Information
School OPT Code:	Vendor ID:
School Name:	Vendor Name:
School Address:	Vendor Address:
City/State/Zip:	City/ State/ Zip:
Telephone Number:	Vendor Email:
E-Mail Address:	
Fax Number:	
Contact Person:	

Section 2 - Contractor Information

Contractor Information
Name of Licensed Transportation Provider :
Company Address:
City/ State/ Zip:
Contact Person:
Telephone Number:
E-Mail Address:
NYS DOT ID No. :

Section 3 - Student & Bus Information

	September 2018	October 2018	November 2018	December 2018	January 2019	Total
Number of Non-Public School Days						0
Monthly Eligible Student Days Claimed						0
Number of School Buses / Routes						0

Section 4 - Reimbursement Information

	September 2018	October 2018	November 2018	December 2018	January 2019	Total
Total Monthly Reimbursement Received from DOE						\$ -

Section 5 - Actual Bus Service Cost

	September 2018	October 2018	November 2018	December 2018	January 2019	Total
Total Amount Billed by Contractor*						\$ -
Administration Cost Incurred by School:						
Total Payroll Expenses (Fill out Form A4-3-B-2)						\$ -
Total Fringe Benefits (Fill out Form A4-3-B-3)						\$ -
Total Miscellaneous Expenses (List item in Section 5)						\$ -
Total Actual Bus Service Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Total amount billed by contractor must be supported by billing cost documents and completed Form A4-3-A-2 (Contracted Service Cost Sheet).

Section 5 - Notes / Comments:

School's Signature: _____ Date: _____
 By signing above, I acknowledge that all costs are actual to my knowledge and that all corresponding receipts and paperwork are attached.

Print Name: _____ Title: _____

FOR DEPARTMENT OF EDUCATION ONLY	
DOE Reviewer's Signature:	Date:
Comments:	
Missing Backup:	

**4PM AND AFTER SCHOOL BUS TRANSPORTATION
LISTING OF SERVICES PROVIDED**

**Note: One page per month per OPT code.
The form should be certify and sign by the transportation service provider.
Please list each run on a separate line. AM runs and PM runs are counted as two separate runs.**

<p><u>Transportation Service Provider Information</u></p> <p>Company Name: (Name) Company Address: (Door # Street #, APT #) City/ State/ Zip: (Borough, State Zip Code) Contact Person: (Mr. / Mrs. / Ms.) (Frist Name) (Last Name) Telephone Number: (XXX) XXX-XXXX E-Mail Address: (_____)@_____ NYS DOT ID No. : (XXXXX)</p>	<p><u>School Information</u></p> <p>OPT Code: XXXXX School Name: (Name) School Address: (Door # Street #, APT #) City/ State/ Zip: (Borough, State Zip Code) Contact Person: (Mr. / Mrs. / Ms.) (Frist Name) (Last Name) Telephone Number: (XXX) XXX-XXXX E-Mail Address: (_____)@_____ DOE Vendor ID: Vendor Name:</p>
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Date of invoice.	School Year	Vendor's Invoice Number	Month of Service	Number of School Days	Number of Vehicles
MM/DD/YYYY	YYYY - YYYY				

No.	BUS #	# OF ELIGIBLE STUDENTS	# of DAYS IN THE MONTH	RATE	TOTAL	Comments
	(Sample) Bus 1 - AM	25	20	\$ 225.00	\$ 4,500.00	Morning pick up at 8AM.
1					\$ -	
2					\$ -	
3					\$ -	
4					\$ -	
5					\$ -	
6					\$ -	
7					\$ -	
8					\$ -	
9					\$ -	
10					\$ -	
11					\$ -	
12					\$ -	
13					\$ -	
14					\$ -	
15					\$ -	
16					\$ -	
17					\$ -	
18					\$ -	
19					\$ -	
20					\$ -	
Total		0	0		\$ -	

By signing above, I acknowledge that all costs are allowable under NYS Education Law.

Vendor's Signature: _____

Date: _____

Print Name: _____

Title: _____

**4:00 P.M. & After Busing Transportation Reimbursement
Bus Service Actual Cost Sheet - Service Provided by School**

Service Period - September 1, 2018 - January 31, 2019

Section 1 - School Information

School OPT Code:	Vendor ID:
School Name:	Vendor Name:
School Address:	Vendor Address:
City/ State/ Zip:	City/ State/ Zip:
Phone Number:	NYS DOT ID No. :
Fax Number:	
Contact Person:	
E-mail Address:	

Section 2: Actual Bus Service Cost

	Total Expense	
1. Total Payroll Expense	\$	-
2. Total Rental Expense	\$	-
3. Total Maintenance Expense	\$	-
4. Gas/Fuel Costs	\$	-
5. DMV / DOT License Fees	\$	-
6. Depreciation Expense	\$	-
7. Insurance	\$	-
8. Driver Certification & Training Cost	\$	-
9. Total Miscellaneous Expenses	\$	-
Total Actual Bus Service Expense	\$	-

School's Signature: _____

Date: _____

By signing above, I acknowledge that all costs are actual to my knowledge and that all corresponding receipts and paperwork are attached.

Print Name: _____

Title: _____

FOR DEPARTMENT OF EDUCATION ONLY

DOE Reviewer's Signature:	Date:
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Comments:

Missing Backup:

4:00 P.M. & After Busing Transportation Reimbursement
 Bus Service Cost Monthly Details
 Service Period: 09/01/2018 - 01/31/2019

Form A4-3-B-1

Note: One page per OPT code.

Section 1 - School Information

School OPT Code:	Vendor ID:
School Name:	Vendor Name:
School Address:	Vendor Address:
City/ State/ Zip:	City/ State/ Zip:
Phone Number:	NYS DOT ID No. :
Fax Number:	
Contact Person:	
E-mail Address:	

Section 2 - Student & Bus Information

	September 2018	October 2018	November 2018	December 2018	January 2019	Total
Number of Non-Public School Days						0
Monthly Eligible Student Days Claimed						0
Number of School Buses						0

Section 3 - Actual Bus Service Cost

Payroll Expense:										
Gross Payroll (Form A4-3-B-2)										\$ -
Employer's Payroll Taxes										\$ -
Fringe Benefits (Form A4-3-B-3)										\$ -
Total Payroll Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental and Leasing Cost (Form A4-3-B-4):										
Parking Lot Rental										\$ -
Bus Rental										\$ -
Bus Lease										\$ -
Total Rental & Leasing Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Expense										\$ -
Gas / Fuel										\$ -
DMV / DOT License Fees										\$ -
Depreciation Expense (From A4-3-B-D)										\$ -
Insurance Cost:										
Auto Insurance										\$ -
Workers' Compensation										\$ -
Total Insurance Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Driver Certification & Training Cost										\$ -
Miscellaneous Expense (Please List)										
1.										\$ -
2.										\$ -
3.										\$ -
4.										\$ -
5.										\$ -
Total Miscellaneous Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Actual Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Note:

4:00 P.M. & After Busing Transportation Reimbursement

Form A4-3-B-Bus List

School Bus List

Date: MM/DD/YYYY

Service Period: 09/01/2018 - 01/31/2019

School Name:

OPT Code:

Vendor Name:

Vendor ID:

	Type	Bus No.	Date of Purchase	Bus Type / Model / Year	Vehicle Identification Number	Depreciation (Yes / No) <small>* See A4-3-B-D for details</small>
Example	Regular	5	8/30/2013	2014 IC International Model CE School Bus	4DRBUAAN6EB789716	Yes
Example	Spare	8	7/16/2014	2012 Thomas Bus	4UZABRDT9CCBL7680	No
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

**4:00 P.M. & After Busing Transportation Reimbursement
Payroll Summary**

Service Period: 09/01/2018 - 01/31/2019

Form A4-3-B-2

Date: MM/DD/YYYY

School Name:
Vendor Name:

OPT Code:
Vendor ID:

	Last Name	First Name	Gross Salary	Payroll Frequency	Total Gross Payroll	Employer's Payroll Taxes	Total Payroll	Job Description	
Example	Smith	John	\$ 500.00	Bi-Weekly	\$ 5,500.00	\$ 420.75	\$ 5,920.75	Part Time	Driver for Bus #1
Example	Brown	Susan	\$ 1,200.00	Monthly	\$ 6,000.00	\$ 459.00	\$ 6,459.00	Full Time	Dispatcher
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
					\$0.00	\$0.00	\$0.00		

**4:00 P.M. & After Busing Transportation Reimbursement
Rental & Leasing Summary**

Service Period: 09/01/2018 - 01/31/2019

Form A4-3-B-4

Date: MM/DD/YYYY

School Name:

OPT Code:

Vendor Name:

Vendor ID:

Note: List only one type of service per line.
 If you have multiple vendors for the same service, list them on separate lines.
 All claims must be submitted with matching proof of payment, monthly invoices and contract agreement.
 All bus lease(s) must be submitted with a complete copy of the lease agreement. Lease that failed to be verified as an operating lease will be reclassified as a finance lease and depreciation.

Parking Lot Rental

	Vendor Name	Vendor Address	Parking Lot Address	No. of Buses	Total Cost	Notes
Example	NYC Parking Lot LLC	44-36 Vernon Blvd, LIC NY 11101	10328 103rd Street Brooklyn, NY 11209	7	\$ 2,500.00	
1						
2						
3						
4						
5						
					\$ -	

Bus Rental

Note: Bus rental is define as temporary vehicle rental for routine maintenance or emergency vehicle breakdown that last no more than two weeks for each occurrence.

	Rental Category	Vendor Name	Company Address	DOT ID	Total Cost	Notes
Example	Bus Rental	ABC Bus Corporation	15-903 Surf Avenue Brooklyn, NY 11214	99999	\$ 10,500.00	Temporary Bus Rental (Vehicle Repair)
Example	Bus Rental	New York Transportation	66-32 Bath Avenue, Brooklyn NY 11209	99998	\$ 75,000.00	Friday Buses & Addition PM Routes
1						
2						
3						
4						
5						
					\$ -	

Bus Lease

	Vendor Name	Contact / Lease Number	Vehicle VIN	Bus No.	Total Cost	Notes
Example	American Leasing Corp.	ALC # 1503801530-500	1HVBBAAN0XH209699	Bus 106	\$ 6,433.95	
1						
2						
3						
4						
5						
					\$ -	

Exhibit 3

4PM and After School bus Transportation Service
Actual Bus Service Cost Reimbursement Documentation Required

Each school shall submit to the DOE the following materials by the deadline date set by the NYCDOE:

Schools Providing Direct Bus Service

REQUIRED DOCUMENTS

1. A cover letter on school letterhead stating school name, OPT Code, Vendor ID, period of service and total period expenses.
2. Completed and signed Bus Service Actual Cost Sheet (Form A4-3-B).
3. Completed Actual Bus Service Cost Monthly Details (Form A4-3-B-1).
4. Completed School Bus List (Form A4-3-B-Bus List).
5. Completed Payroll Summary (Form A4-3-B-2).
6. Completed Fringe Benefit Summary (Form A4-3-B-3).
7. Completed Rental & Leasing Summary (Form A4-3-B-4).
8. Completed Depreciation Summary (Form A4-3-B-D).
9. Copy of paystubs and the cancelled checks for every payroll cycle.
10. Copy of employment benefit agreement, invoices and the cancelled checks.
11. Copy of contract agreement, invoices and the cancelled checks for parking lot rental and bus rental.
12. Copy of lease agreement, invoices and the cancelled checks for bus lease.
13. Copy of invoices and the cancelled checks for vehicle or bus maintenance.
14. A detailed report on gas or fuel expenses, along with any associated invoices, payment receipts and cancelled checks.
15. Copy of invoices, payment receipts, and cancelled checks for DOT license fee.
16. Copy of depreciation schedule, along with any associated invoices, payment receipts and cancelled checks.
17. Copy of invoices and cancelled checks for insurance.
18. Copy of invoices and cancelled checks for driver certification and training expense.

Schools Providing Service via Contracted Bus Vendor

REQUIRED DOCUMENTS

1. A cover letter on school letterhead stating school name, OPT Code, Vendor ID, period of service and total period expenses.
2. Completed and signed Bus Service Actual Cost Summary Sheet (Form A4-3-A)
3. Completed copies of the Monthly Transportation Listing for Services Provided Forms (Form A4-3-A-3).
4. Copy of contract service agreement and cancelled checks for service provided within cost review period.
5. All other operational costs that might applied to the program within cost review period.