



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK/
ALBANY, NY 12234

Office of School Governance, Policy and Religious & Independent Schools
Room 1075, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Approval/Disapproval for Transportation Efficiency Study

School District: _____

Contact Person: _____ Email: _____

Mailing Address: _____ Telephone: _____
Street

City State Zip

Name of Consulting Firm: _____

Purchase from School Year: _____

Amount Requested: _____

Please submit with cover letter & supporting documentation (invoices, contracts, BOE minutes, etc.)

-----**EDUCATION DEPARTMENT USE ONLY**-----

Pending Approval: _____

In order for this expense to be considered for approval, NYSED will need to receive copies of the final invoice and the final reports from the consulting firm.

Approved: _____

Your request has been forwarded it to NYSED State Aid Office for processing.

Disapproved: _____

Justification: _____

Signature Date

Paul Overbaugh, Director of Pupil Transportation

If further information is needed, please email: paul.overbaugh@nysed.gov

This is a **PRIOR APPROVAL**¹ request _____
Date

Communication sent to district. _____
Date

Returned to State Aid _____
Date