



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 Equipment Purchase

School District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Street

City State Zip

Requested Equipment: \_\_\_\_\_

Purchase from School Year: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

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

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

Pending Approval: \_\_\_\_\_

Justification: \_\_\_\_\_  
\_\_\_\_\_

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](mailto:paul.overbaugh@nysed.gov)

This is a **PRIOR APPROVAL**<sup>1</sup> request \_\_\_\_\_

Communication sent to district. \_\_\_\_\_  
Date

Returned to State Aid \_\_\_\_\_  
Date