Bus Pass/Bus Card Monthly Summary Form

-Instructions-

This form shall be used as a summary document to be filed with supporting documentation submitted to the TEA following the completion of each calendar month. Documentation for a completed month is due to TEA no later than the end of the following month. Eligible bus pass/bus card issues for each month are to be reported on the Route Services Report no later than July 1st each year. One form must be completed for each calendar month that your school had bus pass/bus card purchases and issues. The following documents must be attached to the Bus Pass/Bus Card Monthly Summary Form:

1. Copies of Eligible Rider Rosters.

2. Copies of Bus Pass/Bus Card Issue Logs with student signatures for each student issue.

3. Copies of Receipts/Invoices <u>reflecting that payment was received by the transit authority</u>.

4. Documentation of passes that were returned to the vendor.

INSTRUCTIONS:

1. Fill in the Charter School Name and CDN (for charters having multiple campuses under one CDN fill in the campus name/location that the monthly documentation is for) **

2. Fill in the calendar month and year **

3. Fill in the invoice number and quantity of passes or bus pass rides that were purchased by type. (If more than one invoice for that month, enter the information on the next applicable line.) **

4. Fill in the total number of Monthly/30-day, Weekly/7-day or Daily passes/Daily Rides that were properly issued and eligible based on the issue logs. **

5. Fill in the total number of passes returned (for credit) to the transit authority **

** Indicates information can be entered electronically through the document template.