

## **Instructions for Bus Card Issuance Log**

Use this form to record student acknowledgment that funds that were added to a bus card for the month.

Make as many copies of the form as necessary to record issuance of bus card funds for the month. Number each page of the monthly log.

Complete the top of the log by entering the required information.

Use one line of the log for each issued bus card. Complete all information for the line, except for the student signature, which must be provided by the student. The student must sign the log on the first school day of the calendar month or the first school day of the calendar month that the student is present, whichever comes first. In signing the log, the student acknowledges that funds have been added to the bus card for the current calendar month and that the amount available is the amount shown on the log.

Complete the date blank at the time the student signs the log.

Cards that are issued to replace lost cards are not eligible for reimbursement. Do not record them on this log.

# Bus Card Issuance Log

**School District or Charter School:** \_\_\_\_\_ **County-District Number:** \_\_\_\_\_  
**Calendar Month and Year:** \_\_\_\_\_ **Campus:** \_\_\_\_\_  
**Number of School Days in Calendar Month:** \_\_\_\_\_  
**Cost per Ride:** \_\_\_\_\_

	<i>Complete Bus Card Number</i>	Student Name	Student Signature*	Date	Total Available \$ for Month
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

\* In signing this log, you acknowledge that funds have been added to your bus card for the current calendar month and that the amount available is the amount shown in the last column.

Date Printed: \_\_\_\_\_

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