

THE STATE EDUCATION DEPARTMENT
Educational Management Services
Room 876 Education Building Annex
Albany, New York 12234
(518) 474-6541

CONTRACT EXTENSION – COST JUSTIFICATION FORM

School District	
Contractor	

For 2013-14 Extension	Actual Cost 6/1/11-5/31/12	Actual Cost 6/1/12-5/31/13
Wages		
Drivers		
Mechanics		
Payroll Taxes		
Supplies and Materials		
Automotive Parts		
School Bus Fuel		
Oil, Lubricants, Antifreeze		
Tires and Chains		
Insurance		
Garage		
Rental		
Heating Fuel		
Electric		
Water		
Telephone		
Depreciation		
Other (Specify)		
SUB -TOTAL		

Pass Throughs		
Criminal History/ Licensing Tests **		
Diagnostic Tests		
Physical Performance Tests		
Drug/Alcohol Tests		
SUB -TOTAL		
GRAND TOTAL		

** Do not include cost of driver's permit, license, or training.

Signed (Contractor)

_____ % Increase

NOTARIZED:
Please submit this form to SED only when “Pass Through” costs are included.