



**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 Related Services**

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

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

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

City State Zip

Requested Services: \_\_\_\_\_

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

\_\_\_\_\_  
Date

Communication sent to district.

Returned to State Aid

\_\_\_\_\_  
Date