

## DISTRICT OWNED SCHOOL BUS AWARD PROCESS

PED School Transportation Bureau sends school bus replacement award letter to district.

District will obtain a quote from an approved vendor for a new school bus. District will email the quote selected by the district to School Transportation for approval. School Transportation will approve an amount and send a grant agreement out for signature.

After the grant agreement is signed by all parties, the district will submit a BAR in OBMS for the amount of the grant agreement. The following will need to be uploaded with the BAR: copy of quote, signed grant agreement, and copy of award letter.

Fund number is 27178, revenue code is 43202, expenditure code is 57312.

School district will order and purchase new school bus after the BAR is approved in OBMS.

School district will submit an RfR through OBMS. The RfR must include: NM-issued title, NM-issued registration, database update form, draw request form, invoice from vendor, and copy of cancelled check(s).

Forms can be found online on PED's School Transportation Bureau website.

School Transportation will review and approve the RfR. Fiscal Grants Management approves the RfR and processes the reimbursement for the school district.