# Template Letter of Application to Operate Bus Pass or Card Program

March 24, 2014

School Transportation Unit  
State Funding Division  
Texas Education Agency  
1701 North Congress Avenue  
Austin, TX 78701  
  
Dear School Transportation Funding Administrator:

Subject: Request for Approval to Receive Reimbursement for Bus [Passes *or* Cards] Issued through   
Bus [Pass *or* Card] Program

I am requesting approval for [*name of school district or charter school*] to receive reimbursement for bus [passes *or* cards] it issues through its bus [pass *or* card] program, as authorized by the Texas Education Code, §42.155(l) and described in the *School Transportation Allotment Handbook*.

The program to be operated by our [school district *or* charter school] meets all requirements stated in the *School Transportation Allotment Handbook*. Our [district’s *or* charter school’s] completed Application Form for Bus Pass or Card Program is attached.

Sincerely,

[*superintendent’s signature*]

[*superintendent’s signature block*]

Enclosure