

Justification for Capital Purchases Form

Use this form to submit justification details to request funds through the Summer Camp Transportation grant for 2024 Summer Programming under budget line item “729 – Transportation Equipment.” All requests for purchases using funds under this line item must be considered necessary and reasonable. Please complete and upload this completed form to the “Related Documents” folder in ePlan for review.

Approval of funding requests under this line item will be considered for extenuating circumstances only. Purchase requests under this line item may NOT include:

- Upgrades to vehicles.
- Adding optional equipment.
- Purchasing of new vehicles* if vehicles currently exist to serve this purpose.

Purchase requests under this line item may include:

- Expenses related to preventative maintenance conducted per the vehicle manufacturer’s recommended maintenance schedule solely for vehicles projected to be used for summer learning programming. Funds should not be used for this purpose if other vehicles are not in need of scheduled maintenance if the vehicles currently exist to serve this purpose.
- Expenses related to repairs of non-optional equipment solely for vehicles projected is to be used for summer programming. Funds should not be used for this purpose if other vehicles are not in need of repair if the vehicles currently exist to serve this purpose.

Provide a detailed narrative of the funding request below and include how this is more cost effective than other alternatives and the necessity of the grant to transport students for summer programming:

Yes or No	Confirm the following statements:
	The narrative demonstrates the use of these funds will support capacity to ensure 100% of projected ridership to summer programming will be met.
	The narrative demonstrates an inability to contract for these services, why this request is more cost effective than contracting these transportation services, or other reasonable explanations as to why this purchase is a necessary alternative to contracting these services.
	The narrative demonstrates why this request is necessary and reasonable to support the transportation of students to summer programming.
	The narrative demonstrates no inclusion of maintenance or repair to vehicles, upgrades to vehicles, or purchasing of new vehicles* if vehicles currently exist to serve this purpose.

* There are two regulations that help make the determination on what vehicles Tennessee schools may use to transport students:

1. [Tennessee state law](#) requires that students must be transported with vehicles approved by the Tennessee State Board of Education (SBE).
2. This is the [TN State Board of Education rule](#) that specifies approved vehicles.
 - The SBE rule above allows students to be transported with school buses that are approved through the Department of Safety's inspection process (See page 2).
 - The SBE rule above allows for specifically defined van-type equipment to transport students specifically to and from interscholastic athletics or school sponsored activities (See top of page 4).
 - The SBE above specifically prohibits the use of 15 passenger vans to transport students (see bottom of page 3).

For additional information, contact Alex Spann at Alex.Spann@tn.edu.