

**2008-09**

**BA #13**  
Date Issued 8/08

**TO: ALL SECONDARY PRINCIPALS, OFFICE PERSONNEL, and DIRECTORS**

**FROM: Mark Shepard, Associate Superintendent for Business Affairs  
Jill Pauley, Director of Accounting**

**SUBJECT: LINCOLN TRANSPORTATION SYSTEM (LTS) BUS PASSES FOR STUDENTS**

The Lincoln Transportation System (LTS) will continue issuing student bus passes. The pass is good for 20 rides and may be used between the hours of 6:00 a.m. and 6:15 p.m. on school days only. The current price for the 2008-09 school year is \$23.00. If the price changes, you will be notified.

The Accounting Office will be billed for all deliveries of passes and payment will be made on the basis of the delivery invoice the principal signs upon receipt. Count your passes when they arrive. Your signature constitutes verification of the quantities received.

**YOU WILL NEED TO SEND AN INVENTORY OF BUS PASSES ON HAND AS OF THE CUT-OFF DAY ON YOUR JUNE MONTHLY RECEIPT SUMMARY TO ACCOUNTING, BOX 2, ON YOUR STARTRAN BUS PASS LOG. SEND THIS INVENTORY IMMEDIATELY. PLEASE SIGN AND DATE THIS SO WE KNOW WHEN YOU COUNTED THE PASSES.**

To order passes, call LTS at 441-7185. Delivery normally takes three working days.

A log form for receipt and sale of passes is available from the LPS website. It is form AC0014. See BA #7 for instructions on accessing accounting forms from the LPS website. Please maintain this record in duplicate, sending the original to the Accounting Office, LPSDO Box 2, along with your monthly receipt summary.

Deposit bus pass sales money daily. Total daily sales may be combined on one receipt if adequate logs are maintained to insure proper control.