

**THE STATE EDUCATION DEPARTMENT**  
**Educational Management Services**  
**Room 876 Education Building Annex**  
**Albany, New York 12234**  
**(518) 474-6541**

**CONTRACT EXTENSION – COST JUSTIFICATION FORM**

<b>School District</b>	
<b>Contractor</b>	

For 2014-15 Extension	Actual Cost 6/1/12-5/31/13	Actual Cost 6/1/13-5/31/14
<b>Wages</b>		
<b>Drivers</b>		
<b>Mechanics</b>		
<b>Payroll Taxes</b>		
<b>Supplies and Materials</b>		
<b>Automotive Parts</b>		
<b>School Bus Fuel</b>		
<b>Oil, Lubricants, Antifreeze</b>		
<b>Tires and Chains</b>		
<b>Insurance</b>		
<b>Garage</b>		
<b>Rental</b>		
<b>Heating Fuel</b>		
<b>Electric</b>		
<b>Water</b>		
<b>Telephone</b>		
<b>Depreciation</b>		
<b>Other (Specify)</b>		
<b>SUB -TOTAL</b>		

<b>Pass Throughs</b>		
<b>Criminal History/     Licensing Tests **</b>		
<b>Diagnostic Tests</b>		
<b>Physical Performance     Tests</b>		
<b>Drug/Alcohol Tests</b>		
<b>SUB -TOTAL</b>		
<b>GRAND TOTAL</b>		

\*\* Do not include cost of driver's permit, license, or training.

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Signed (Contractor)

\_\_\_\_\_ % Increase

**NOTARIZED:**  
Please submit this form to SED only when "Pass Through" costs are included.