

BUS AND GARAGE DEPRECIATION REPORT

Instructions

Part I

Sections a and b

Only expenditures recorded in 100-General Fund, Function 2550-Student Transportation Service are eligible for the State School Fund, Student Transportation reimbursement calculation. Therefore, please indicate the non-reimbursable miles recorded in that fund and function for both district owned vehicles and contracted vehicles. Exclude miles reimbursed through revenue recorded in Fund 100, /Source 1400-Transportation Fees.

All districts **must** complete Part I and return this form.

Part II

Columns 1 and 2 Listing of district-owned vehicles and garages not fully depreciated

Check for accuracy and update the information where necessary by adding new student transportation vehicles acquired, garage or equipment purchased, and by deleting items disposed of during the prior school year. Only vehicles used in student transportation functions should be reported. Only report vehicles used at least 50% for reimbursable mileage.

Column 3

Enter the year you first used the vehicle for reimbursable mileage. E.g., any vehicles used in the 2018-19 school year should be listed as FY 2019. If the vehicle is no longer in service, it should be removed from the depreciation schedule in the year the vehicle was last used for reimbursable mileage.

Column 4 - Value

Outright purchase Value for depreciation purposes is the unit cost less any trade-in allowance.

Purchases by conventional contract Value for depreciation purposes is the unit cost less any trade-in allowance and exclusive of interest.

Lease-purchase Value for depreciation purposes is the lease-purchase price, less the trade-in allowance, and exclusive of interest. Lease-purchase principal payments should be shown as **Object 500 Capital Outlay** in your audit.

Interest payments shall be coded to **Object 622**

Transportation facility cost Value for depreciation is based on cost and the percentages of use solely for pupil transportation purposes. [OAR 581-023-0040 (5)(m)(E)]

If you have any questions, please call Adam Krein at 503-947-5678.