



MEMORANDUM

TO: School Business Officials

FROM: Donald N. Tudor, CDPT
Director, Office of Transportation

DATE: September 3, 2010

RE: SLED Checks for School Bus Drivers and Aides – SCDE Payment Method Instructions and Form

On August 31, 2010, the South Carolina Department of Education (SCDE) advised districts that effective September 1, 2010, the SCDE would end the use of the P-Card (credit card) method by which districts had been purchasing school bus driver and school bus aide SLED criminal background checks. This change was made to comply with Budget and Control Board policies and procedures for P-Card use and to simplify the process used by school districts to document and receive SCDE payment for SLED criminal background checks for school bus drivers and school bus aides.

Attached is the SLED School Bus Driver/School Bus Aide Criminal Background Check District Reimbursement Claim form and related instructions that are to be used by districts to submit requests for reimbursement. The SCDE will reimburse districts \$8.00 per school bus driver and school bus aide SLED check. This rate is the discounted charitable organization rate approved in the General Appropriations Bill for Fiscal Year 2010-2011, Proviso 1.29. The attached form is designed to automatically calculate a district's reimbursement at this \$8.00 rate.

The districts can make the requests for reimbursement as frequently as needed; however, the SCDE would recommend that the requests be limited to a mid-year (January) and an end-of-year (June) request. The SCDE will process payment of a request at the end of the month in which the request is received.

Should you have any questions, please contact Doug Hamrick at (803) 734-8247 or dhamrick@ed.sc.gov.

DNT/bc

cc: Mr. Len Richardson, Director, Office of Finance
Ms. Rhoda Bigham, Director, Office of Purchasing