

STARK MUSEUM OF ART®

Bus Invoicing Procedures

2019-20

The Stark Foundation and Stark Museum of Art are proud to serve our community. We are committed to providing quality school programming at no cost to local schools, including the cost of transportation for schools in Region 5, Texas and Calcasieu Parrish, Louisiana.

Transportation reimbursement is available to both public and private schools in Region 5, Texas and Calcasieu Parish, Louisiana.

The procedures for transportation reimbursement are outlined below.

- Please submit all transportation invoices at the end of each semester; no later than January 30 for the previous fall semester and no later than June 30 for the previous spring semester. Semesters are defined as “Fall” (August/September through December) and “Spring” (January through May/June).
- Please have your campus or district submit an updated W-9 with your invoice.
- Transportation reimbursement to private schools using commercial motor coach transportation will be limited to an amount not to exceed the transportation rate charged by the public school system in which the private school is located.
- Please send invoices to: **Stark Museum of Art, ATTN: Curator of Education, Busing Invoice, 712 Green Avenue, Orange, TX 77630** or jrestauri@starkmuseum.org
- Invoices shall be paid by the Stark Foundation no later than February for the previous fall semester, and July for the previous spring semester.
- **Hard copy and/or digital letters or forms will not be sent to the school to remind them to submit the invoice and updated W-9.**