Michigan Department of Education
August 2024

New Bus Cost Worksheet

Use this form to calculate the cost of new black and yellow buses added to your fleet to be entered in the School Bus Inventory System (SBIS) on the School Bus Inventory Report (SE-4107).

School District Information

Legal Name of School District _____ District Code No. _____

Address _____ City _____ Zip Code _____

Date _____ District Telephone No. _____ Email Address _____

Form Instructions

The following list describes what must be included in each form field:

- Bus Number.
- Engine Number: The Vehicle Identification Number (VIN).
- Base Cost of Bus: The body and chassis.
- Cost Optional Equipment: Utilize Optional Equipment table below. Any optional equipment not on table requires MDE prior approval.
- Interest: Any interest charges for financing the bus.
- Total Cost: The sum of the base cost, optional equipment, and interest.
- Deduction: Amount received from the sale of the bus being replaced, if applicable. This line must also include any third-party funds used to purchase bus, if applicable (GSRP, ESSER, etc.).
- Amount to be Amortized in SBIS: The total cost of the bus, minus any deductions if applicable. Enter this amount in the Cost column on the SE-4107.
- Amortization Type to be Selected in SBIS: Please refer to pages 8-9 of the School Bus Inventory Report Instructions for more information on available amortization types to select from.

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The amortization amounts calculated in this form must be entered in the School Bus Inventory System (SBIS) in the cost column of the SE-4107 Preliminary Report.

Bus Number _____ Engine No. (VIN) _____

Base Cost of Bus	
Total Cost of Optional Equipment (see below): +	
Interest: +	
Total Cost: =	
Deduction: -	
Amount to be Amortized in SBIS: =	
Amortization Type to be selected in SBIS	-Select Type-

Enter amount(s) of applicable optional equipment below.

Optional Equipment	**Amount**
Air Conditioning	
Back-up Audio Alarm	
Bus Crossing Arm	
Electronic Communication	
External (Pass-by) Camera System	
Internal (passenger Monitor) Camera System	
Internal Camera System with Forward Facing Camera	
Passenger Restraints (temporary/permanent)	
Rear-facing Stop Arm	
Two-way Radio Communication	
Wheelchair Lift	
Other Equipment (MDE Approval Required)	
Total Cost of Optional Equipment	

Direct regular education questions to MDE-OHS@michigan.gov. Questions regarding special education please send to MDE-OSEProgramfinance@michigan.gov.