

Clean School Bus Program Purchasing and Invoice Documentation Guide

Clean School Bus Program Purchasing and Invoice Documentation Guide

Legacy Emissions Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

NOTICE

This technical report does not necessarily represent final EPA decisions or positions. It is intended to present technical analysis of issues using data that are currently available. The purpose in the release of such reports is to facilitate the exchange of technical information and to inform the public of technical developments.

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Summary

This Clean School Bus (CSB) Program Purchasing and Invoice Documentation Guide is designed to assist funding recipients with ensuring that documentation for eligible project costs have the appropriate information to facilitate necessary review by the U.S. Environmental Protection Agency (EPA), and to support recipients with proper recordkeeping for audits. This guide is intended to cover both CSB rebate and grant programs and provides several checklists. These checklists are voluntary and are not required to be submitted as part of the funding program's paperwork; however, they may be useful resources to ensure that each document has the relevant information. Certain programs have specific invoice and purchasing documentation requirements. Funding recipients should always check the Notice of Funding Opportunity (NOFO) or program guide and terms and conditions of their funding opportunity to determine what items are needed as a program requirement or in case of an audit.

Note that while this guide is focused on purchasing documentation and invoices, funding recipients should reference their program terms and conditions for other project documentation requirements, such as vehicle scrappage, and other project close out documents. Please contact the EPA project officer or the CSB Helpline (cleanschoolbus@epa.gov) if additional assistance is needed.

Additional resources can be found on our website:

- Clean School Bus Program:
 - <https://www.epa.gov/cleanschoolbus>
- CSB Rebates Past Program Documents:
 - <https://www.epa.gov/cleanschoolbus/clean-school-bus-rebates-past-program-documents>
 - Use the Search feature on this page to look for previous Program Guides or the Document Type arrows to find them.
- CSB Rebates Program Questions & Answers (Q&A) Documents:
 - <https://www.epa.gov/cleanschoolbus/clean-school-bus-rebates-past-program-documents>
 - Use the Search feature on this page to look for previous Q&A Documents or the Document Type arrows to find them.
- CSB Grant Program NOFO:
 - <https://www.epa.gov/cleanschoolbus/clean-school-bus-program-grants#2023-notice-opportunity>
- CSB Grant Program Q&A Documents:
 - <https://www.epa.gov/cleanschoolbus/clean-school-bus-program-grants#Q&A>

Details to Include on Purchasing and Invoice Documents

The following list of documents are required to either be submitted under a CSB rebate or retained for a grant program.¹ Specifically, funding recipients in the CSB Program typically submit or retain purchase orders/sale orders, invoices, and documentation specific to EPA-funded equipment such as vehicle titles and proof of delivery. The key information to include on each of these types of documents is listed below. This information is a combination of best practices and program requirements. Please refer to the NOFO or program guide for that funding opportunity or contact the EPA Project Officer or CSB Helpline (cleanschoolbus@epa.gov) if additional assistance is needed.

Purchase Order/Sales Order

- Document is on dealer/vendor letterhead
- Document is clearly labeled as ‘purchase order’ or ‘sales order’
- Document(s) includes:
 - Date order was placed (Note: Order date cannot pre-date the date of selection notification for rebates or the date of award for grants)
 - Estimated date of delivery
 - Purchaser name, address, business phone number
 - Dealer name, address, business phone number
 - Signatures of purchaser and seller
 - Vehicle make, model, model year, fuel type, Gross Vehicle Weight Rating (GVWR), purchase price
 - Eligible infrastructure (if needed)²
 - Make, model, model year, quantity
 - Any warranty, training, and consulting costs
 - Installation quote and purchase price
 - EPA Vehicle Family or California Air Resources Board (CARB) Certification for each vehicle (refer to Appendix D for visual example)
 - Americans with Disabilities Act (ADA) authorized equipment expenses
 - Telematic hard/software affixed to vehicle
 - Additional costs, such as personnel or contract work

¹ While documentation are not required to be submitted to EPA under the CSB grant program, grantees are required to retain documentation of their purchases and they must be made available to EPA upon request per [2 CFR 200.337](#).

² Note: Infrastructure may be included on a separate purchase order/ sales order from the new vehicle(s).

For visual examples of purchase orders/sales orders that include the information outlined above, refer to Appendix A.

Invoice

- Document is on dealer/vendor letterhead
- Document is clearly labeled as 'invoice'
- Document(s) includes:
 - Dealer or place of purchase name, address, business phone number
 - Dollar amount of each vehicle or piece of equipment
 - Short description of each line item (make, model, model year, fuel type, Vehicle Identification Number (VIN), GVWR)
 - Additional costs such as personnel or contract work
 - Signatures of purchaser and seller
 - Date order was placed, date invoice was signed
 - Date of delivery
 - Eligible infrastructure (if needed)³
 - Make, model, model year, serial number, quantity
 - Date of service or equipment delivered
 - Vendor information
 - Itemized list of services performed
 - Itemized list of supplies used for installation services

For visual examples of invoices with the information outlined above, refer to Appendix B.

Vehicle Titles

- VIN
- State
- Model Year

Proof of delivery *(may include but is not limited to)*

- Date of delivery
- Shipping or installation address
- Original order information
- Signature of purchaser
- Shipping company information
- The above information can be included on documentation such as:

³ Note: Infrastructure may be included on a separate invoice from the new vehicle(s).

- A dated Bill of Lading that matches delivery information
- Delivery receipt
- Invoices with equipment delivery information
- Email confirmation from an equipment vendor

For visual examples of Vehicle Titles and Proofs of Delivery with the information outlined above, refer to Appendix C.

Checklists

The following checklists are intended to serve as a resource for funding program recipients to ensure purchasing documentation (*e.g.*, purchase orders) and invoices provide information to facilitate the EPA review. The checklists reflect relevant Federal regulations (*i.e.*, 2 CFR Part 200), program guides and NOFOs for the CSB Program.⁴ While some of the checklist items may not be required for all funding programs, using the relevant checklist can make sure that a purchasing document and invoice is informative and complete, which assists the EPA with the approval process and conducting program oversight. The use of these checklists is optional, and they do not need to be submitted to the EPA or the EPA Project Officer.

Purchase Orders	
<p>1. Is this document clearly labeled as a purchase order or sales order and on the dealer's/vendor's letterhead?</p> <p>Is the dealer/vendor's name, address, and business phone number clearly stated?</p> <p>Is the purchaser's name, address, and business phone number clearly stated?</p> <ul style="list-style-type: none"> • If the purchaser or address is different from the entity receiving the vehicle (<i>e.g.</i>, school district), then please ensure this is made clear with the receiver's name, address, and business phone number. <p>Does the document include signatures from both parties?</p>	<p>1. <input type="checkbox"/></p> <p>Document letterhead: <input type="checkbox"/></p> <p>Vendor's contact information with phone number: <input type="checkbox"/></p> <p>Purchaser's information: <input type="checkbox"/></p> <p>Signatures: <input type="checkbox"/></p>
<p>2. Does each vehicle or piece of infrastructure have a description?</p> <p>Descriptive information to include for vehicles eligible for project funding:</p> <ul style="list-style-type: none"> - Make - Model - Model year 	<p>2. <input type="checkbox"/></p> <p>Vehicle description items: <input type="checkbox"/></p>

⁴ Please refer to the Resources section at the start of this document for links to the CSB NOFO and program guides.

<ul style="list-style-type: none"> - GVWR - Quantity - Fuel type - Price - Additional equipment like ADA authorized equipment expenses or telematic hard/software affixed to the vehicle. This should be clearly visible as a separate line item. <p>Descriptive information to include for infrastructure eligible for project funding:</p> <ul style="list-style-type: none"> - Make - Model - Model year - Serial number - Quantity - kilowatt (kW) power - Level of charger <p>Does each vehicle or piece of infrastructure equipment have a clearly described price?</p> <p>Descriptive information to include for each price:</p> <ul style="list-style-type: none"> - Dollar amount - Tax - Separately list prices for: <ul style="list-style-type: none"> • Delivery fees • Warranty • Training costs • Consulting fees • Any other EPA-funded cost 	<p>Infrastructure description items: <input type="checkbox"/></p> <p>Price description items: <input type="checkbox"/></p>
<p>3. Are there dates for:</p> <ul style="list-style-type: none"> - Estimated date of delivery? - Date the order was placed? *Note: This cannot predate the date of selection notification for rebate recipient, or the award date for grantees* 	<p>3. <input type="checkbox"/></p> <p>Estimated date of delivery: <input type="checkbox"/></p> <p>Date of order placement: <input type="checkbox"/></p>

<p>4. Ensure any additional documentation required under the funding opportunity in a readable format. Submit the documentation or hold it for review upon audit based on guidance from the applicable program guide or the EPA project officer. Examples of additional documentation include:</p> <ul style="list-style-type: none"> - Request for deposits or advanced payments - Paid checks - Request for Proposals - Letters of approval or agreement for contractual purchases - Engineering plans - Technical specification sheets - Agreements with utilities (where applicable for Electric Vehicle Supply Equipment (EVSE) installation) - Warranties 	<p>4. <input type="checkbox"/></p> <p>Request for deposit: <input type="checkbox"/></p> <p>Paid checks: <input type="checkbox"/></p> <p>Request for Proposals: <input type="checkbox"/></p> <p>Letters of approval: <input type="checkbox"/></p> <p>Engineering plans: <input type="checkbox"/></p> <p>Technical specification sheets: <input type="checkbox"/></p> <p>Agreements with utilities: <input type="checkbox"/></p> <p>Warranties: <input type="checkbox"/></p>
<p>5. Submit all required documentation as needed to the respective digital platform for the funding program. If unsure about how to submit these items, please contact the EPA Project Officer or the CSB Helpline. The use of this checklist is optional, and it does not need to be submitted to the EPA.</p>	<p>5. <input type="checkbox"/></p>

Invoices	
<p>1. Is this document clearly labeled as a purchase order or sales order, on the dealer's/vendor's letterhead?</p> <p>Is the dealer/vendor's name, address, and business phone number clearly stated?</p> <p>Is the purchaser's name, address, and business phone number clearly stated?</p> <ul style="list-style-type: none"> • If the purchaser or address is different from the entity receiving the vehicle (school district), please ensure this is made clear with the receiver's name, address, and business phone number. <p>Does the document include signatures from both parties?</p>	<p>1. <input type="checkbox"/></p> <p>Document letterhead: <input type="checkbox"/></p> <p>Contact info with phone number: <input type="checkbox"/></p> <p>Purchaser's information: <input type="checkbox"/></p> <p>Signatures: <input type="checkbox"/></p>
<p>2. Does each piece of equipment (<i>e.g.</i>, vehicle or charger) have its own line or is it clearly indicated that a line includes multiple pieces of equipment?</p> <p>Does each line have the following information to describe vehicles listed on an invoice?:</p> <ul style="list-style-type: none"> - Make - Model - Model year - GVWR - Fuel type - VIN - Price - Additional equipment like ADA authorized equipment expenses or telematic hard/software affixed to the vehicle <p>Does each line have the following information to describe infrastructure?</p> <ul style="list-style-type: none"> - Make - Model - Model year - Serial number 	<p>2. <input type="checkbox"/></p> <p>Vehicle description items: <input type="checkbox"/></p> <p>Infrastructure description items: <input type="checkbox"/></p>

<ul style="list-style-type: none"> - Quantity - kW power - Level of charger - Price <p>Does each vehicle or infrastructure include the following information to describe price?</p> <ul style="list-style-type: none"> - Dollar amount for each vehicle and charger - Tax - Delivery fees - Any discounts - Warranty - Training costs - Consulting fees - Any other EPA-funded cost 	<p>Price description items: <input type="checkbox"/></p>
<p>3. Is there a signature for the purchaser and a signature for the seller? Are the names and companies of each person clearly labeled?</p>	<p>3. <input type="checkbox"/></p>
<p>4. Are there dates for:</p> <ul style="list-style-type: none"> - Delivery/installation? - Invoice signature? - Original order placement? 	<p>4. <input type="checkbox"/></p> <p>Delivery/Installation: <input type="checkbox"/></p> <p>Invoice Signature: <input type="checkbox"/></p> <p>Original order placement: <input type="checkbox"/></p>
<p>5. Ensure any additional required documentation is in a readable format, per NOFO or funding opportunity program guide or terms and conditions. Follow the program specific information for what documentation to submit and what documentation to retain for review upon audit.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> - Proof of delivery (<i>see Proof of delivery section on page 4 for more details</i>) - Title and registration of new vehicle - Any changes in the vehicle(s) replaced 	<p>5. <input type="checkbox"/></p> <p>Proof of delivery: <input type="checkbox"/></p> <p>Title/registration: <input type="checkbox"/></p>

<ul style="list-style-type: none"> - Scrappage documentation or sale/donation documentation for vehicle(s) replaced 	<p>Any vehicle changes: <input type="checkbox"/></p> <p>Scrappage documentation: <input type="checkbox"/></p>
<p>6. Submit all required documentation as needed to the respective digital platform for the funding program. If unsure about how to submit these items, please contact the EPA Project Officer or the CSB Helpline. The use of this checklist is optional, and it does not need to be submitted to the EPA.</p>	<p>6. <input type="checkbox"/></p>

Visual Examples of Accepted Documents

The following appendices provide examples of purchase or sales orders and invoices as a visual point of reference for information to include on each type of document. Please note that some information within these documents has been redacted. Additional annotations have been added to point out the specific information outlined in the checklists included in this guide.

All pertinent information (price, make, model) should be clearly legible and typed. However, the EPA recognizes that the nature of some invoicing documentation requires that handwritten notes or signatures are used to denote a completed transaction for equipment or services. In such instances, the EPA will review this documentation and may communicate with the recipient point of contact for further clarification or documentation.

Appendix A: Example Purchase Orders

- Vehicle Examples

- Infrastructure Equipment Examples

Appendix B: Examples Invoices

- Vehicle Examples

- Infrastructure Equipment Examples

Appendix C: Additional Documentation

- Vehicle Title

- EPA Engine Family Number

- Proof of Delivery

Appendix D: Guidelines and Regulations

Appendix A: Example Purchase Orders

Vehicle Examples

This purchase order is on the dealer's letterhead, the address and contact information for the school is provided, and an estimated delivery date is provided.

[Redacted] School Bus Purchase Order

For [Redacted]

For [Redacted] School District, EPA Clean School Bus Awardee 2022

Address: [Redacted]

Phone Number: [Redacted]

PO Date: December 12, 2022

PO Number: [Redacted] [Redacted]

Bus Model: 2024 [Redacted]

Capacity: 77p

GVWR: 32,000lb

Quantity: 5 (five)

F.O.B. : [Redacted]

Features:

- ⇒ Meets all Federal Motor Vehicle Safety Standards.
- ⇒ Meets all Wisconsin Trans. 300 requirements.
- ⇒ Equipped per attached specification.

Terms:

- ⇒ Payment in full at time of delivery.
- ⇒ License and title fees are included in price.

Delivery: Estimated Summer 2023

Dealer Installs: **Lettering and Fleet Numbers**
(Incl. Parts & Labor)

2024 [Redacted] Price (Qty 5):	\$ 119,985
Grand Total:	<u>\$ 599,925</u>

NOTE: Specifications and pricing shown here were in effect at time of quote. In keeping with its policy of continual improvement [Redacted] reserves the right to change specifications and pricing without notice or obligations

A Division of [Redacted]

BUS SALES

Purchase Order

No. [REDACTED]

CHANGES TO ANY ITEM OR PRICE MUST BE APPROVED BEFORE SHIPPING. FOR PO TERMS & CONDITIONS: [REDACTED] PO# MUST BE ON ALL INVOICES. MAIL ALL INVOICES TO ADDRESS ABOVE. PACKING SLIPS REQUIRED ON ALL SHIPMENTS. PO AUTOMATICALLY CANCELLED IF NOT DELIVERED PRIOR TO JUNE 30 FOLLOWING DATE OF ORDER.

P.O. Date: 10/27/2022

Questions ? See PO Notes

Ext: Account:

P.O. Issued To :

Ship To:

Vehicle Maintenance

Attn: Director

Contact: [REDACTED]

Location: Transportation

Phone: [REDACTED]

Fax: [REDACTED]

Project: None

Req# [REDACTED]

Reference: (EPA) 77-psngr buses, qty 25

Date Required: 06/30/2023

Award Number: [REDACTED]

Line	Qty	Unit	Part#	Description	Unit Price	Extended	Tax	Freight
1	25	EA	Model [REDACTED]	2024 [REDACTED] passenger conventional style school bus with 3-year warranty. Ford Godzilla 7.3L V8 Propane engine with 5-year unlimited mile warranty. Ford 6R140 5-speed transmission with 5-year unlimited mile warranty. Front and rear bulkhead and dash AC with skirt condensers. GVWR 31,500 All LED lights. Luggage on both sides of the bus. Purchase Price \$189,265.53 per bus, including tax. Estimated Delivery Date: 12 months from PO date. All trade buses to be scrapped per EPA requirements, to be performed by [REDACTED]	174,458.84	4,361,471.00	367,054.86	3,112.50

Special PO Instructions:

Authorized Signer: [REDACTED]
EPA Clean School Bus Rebate Program was approved on 10-25-22

This purchase order is on the dealer's letterhead, the contact information for both the school and dealer are provided, item details like quantity, make, model and unit price are provided, and there is a signature at the bottom.

APPROVAL SIGNATURES:

[REDACTED SIGNATURE]

Sub-Total:	4,361,471.00
Freight:	3,112.50
Tax:	367,054.86
Total Amount:	4,731,638.36

NOTES:

[REDACTED NOTES]

Buyer:

[REDACTED]

Order Via:

Email

VENDOR COPY

Thursday, October 27, 2022

Page 1 of 1



SALES ORDER

Date: 12/13/2022

BILL TO:
PUBLIC SCHOOLS

SHIP TO:
TRANSPORTATION DEPARTMENT

SALESPERSON	P.O. #	SHIPPED VIA	F.O.B. POINT	TERMS
		DELIVER		NET

QTY	DESCRIPTION	AMOUNT
(5)	2024 PUBLIC SCHOOLS, FUEL TYPE: ELECTRIC, BUS GVWR: 33,000 LBS,	
	\$374,976.00 per unit	\$1,874,880.00
DELIVERY ETA: February/March & November/December 2023		
		SUBTOTAL \$1,874,880.00

This sales order is on the dealer's letterhead, the billing and shipping information are provided, and specific item details are provided like quantity, make, model, fuel type, GVWR, and price per unit.

REMIT PAYMENT TO:

TOTAL	\$1,874,880.00
SALES TAX	
BALANCE DUE	\$1,874,880.00

Thank you for your business!

QUESTIONS?
Contact: Executive Sales Administrator

MAILING ADDRESS
PHYSICAL ADDRESS

Infrastructure Equipment Examples



Purchase Order 

No. 

 is tax exempt.

Email invoices  or mail to above address.

PO number must be on all documents.

P.O. Date: 04/13/2023

Questions ?  Accounts Payable Department  Ext: 

Account: 

Ship To: 

P.O. Issued To : 

Location: 

Contact: 

Phone:  Fax:  Project: CATEGORICAL Req# 

Reference: 

Date Required: 04/21/2023

Award Number: 

Line	Qty	Unit	Part#	Description	Unit Price	Extended	Tax	Freight
1	1	EA		 30kW DC Charger - 30kW	46,259.00	46,259.00	0.00	0.00

Make: 
 Model: 
 Estimated Delivery: 6/20/2023

This purchase order is on the dealer's letterhead, the contact information for both the dealer and school are provided, specific item details for chargers are included like quantity, make, model, and estimated delivery date, and a signature is at the bottom.

APPROVAL SIGNATURES: 

Sub-Total:	46,259.00
Freight:	0.00
Tax:	0.00
Total Amount:	46,259.00

[REDACTED] [REDACTED]

CHARGER - SALES ORDER

This sales order is on the dealer's letterhead, specific item details are provided like quantity, make, model, and price per unit, and signatures for both the dealer and school are provided at the bottom.

Dear [REDACTED],

Congratulations on being selected for funding from the EPA Clean School Bus 2022 Rebate Program, to purchase all-electric school buses, charging station units and eligible charging infrastructure.

On behalf of [REDACTED] we are pleased to do business with you. The purpose of this document is to confirm the sale of the below to [REDACTED]

Charger make: [REDACTED]
Charger model: DC Wallbox 1PH 208/240V (CCS)
Quantity: 2
Purchase price (per unit): \$14,623.00

The price reflected in the purchase order [REDACTED] dated 2022-12-20, is final. The price listed above only applies to the 2022 EPA Clean School Bus Rebate Program and will not apply to future years of the program. The estimated delivery date for these charging station units is 2023-04-17.

Please note that the [REDACTED] is not an eligible infrastructure expense under the Clean School Bus 2022 Rebate Program guidelines. Therefore, it is our pleasure to offer this service to [REDACTED] or free, for 1-year from in-service date of the vehicle and charging station unit.

By signing the below, both parties agree that this document constitutes a sales transaction between [REDACTED] and [REDACTED]. This letter has been acknowledged and is hereby signed by authorized representatives of [REDACTED]

[REDACTED]
[REDACTED] authorized signatory)

2023-03-13
(Date - YYYY-MM-DD)

[REDACTED]
[REDACTED] authorized signatory)

2023/03/13
(Date - YYYY-MM-DD)

Appendix B: Example Invoices

Vehicle Examples

This purchase order is on the dealer's letterhead, the address and contact information for the school is provided, and an estimated delivery date is provided.

[Redacted] School Bus Purchase Order

For [Redacted]

For [Redacted] School District, EPA Clean School Bus Awardee 2022

Address: [Redacted]

Phone Number: [Redacted]

PO Date: December 12, 2022

PO Number: [Redacted] [Redacted]

Bus Model: 2024 [Redacted]

Capacity: 77p

GVWR: 32,000lb

Quantity: 5 (five)

F.O.B. : [Redacted]

Features:

- ⇒ Meets all Federal Motor Vehicle Safety Standards.
- ⇒ Meets all Wisconsin Trans. 300 requirements.
- ⇒ Equipped per attached specification.

Terms:

- ⇒ Payment in full at time of delivery.
- ⇒ License and title fees are included in price.

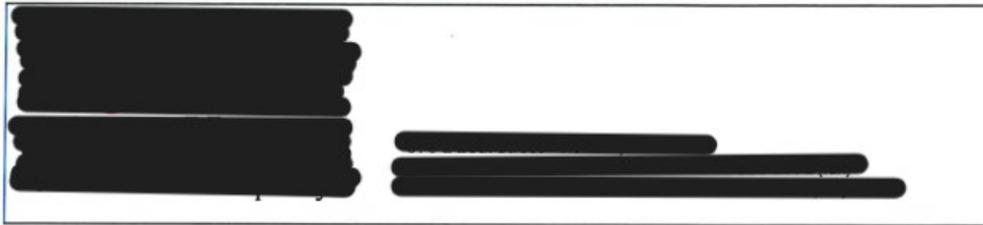
Delivery: Estimated Summer 2023

Dealer Installs: **Lettering and Fleet Numbers**
(Incl. Parts & Labor)

2024 [Redacted] Price (Qty 5):	\$ 119,985
Grand Total:	<u>\$ 599,925</u>

NOTE: Specifications and pricing shown here were in effect at time of quote. In keeping with its policy of continual improvement [Redacted] reserves the right to change specifications and pricing without notice or obligations

A Division of [Redacted]



Invoice# [REDACTED]
October 5, 2023

PO# [REDACTED]

Bill To

[REDACTED]
[REDACTED]
[REDACTED]

Body	VIN	Item Description	Amount
F541858	[REDACTED]	One (1) 2024 [REDACTED] Propane	\$126,924.00
		EPA Credit	-\$30,000.00
F541859	[REDACTED]	One (1) 2024 [REDACTED] Propane	\$126,924.00
		EPA Credit	-\$30,000.00
F541860	[REDACTED]	One (1) 2024 [REDACTED] Propane	\$126,924.00
		EPA Credit	-\$30,000.00

Subtotal	\$290,772.00
Tax Rate	0.00%
Amount Due	\$290,772.00

Make all checks payable to [REDACTED]
The address for Billing as listed above will also be used for titling unless otherwise specified. If there is any error with the information as listed, please notify us to correct it. Please update information that is out of date or in error so that delivery can be done expeditiously. If a lienholder is necessary on documents/title, please notify us before delivery is scheduled.
If you have any questions concerning this invoice, use the following contact information:
[REDACTED]

Thank you for your business!

[Redacted]

SALES INVOICE: [Redacted]
 ORDER STATUS: SOLD
 INVOICE DATE: 1/10/2024
 DELIVERY DATE: 1/23/2024
 SALESPERSON: [Redacted]
 CUSTOMER REFERENCE: [Redacted]
 PAYMENT TERMS:

BUYER(S) NAME: [Redacted] **DELIVERY ADDRESS:** [Redacted] **UNIT/ORDER:** [Redacted]
 P: [Redacted] P: [Redacted]
 E: [Redacted] E: [Redacted]

PRODUCT(S):
 NEW VEHICLE - UNIT#: 265737

YR - MAKE - MODEL	SERIAL NUMBER	GVWR	ODOMETER	COLOR	BODY STYLE	SALES TAX	PRICE
2024 [Redacted] ELECTRIC BUS	[Redacted]	33,000		Yellow			
Vehicle - Price						NO	\$368,101.00
DISTRICT OPTIONS						NO	\$52,728.00
Product(s) Purchase Price							\$420,829.00

This invoice is on the dealer's letterhead, both parties are listed on the document, items such as make, model, year, and fuel type are provided, any taxes and discounts are provided with the final total, and both signatures are provided with dates.

By the execution of this Agreement Buyer agrees to purchase the Product(s) described on this and/or additional pages, subject to the acceptance of this Agreement by Seller, pursuant to the terms and conditions on this page and the following Additional Terms and Conditions. Buyer acknowledges that Buyer has received and read both this page and all of the Additional Terms and Conditions.

This Agreement cancels and supersedes any prior understandings or agreements for Buyer's purchase of the Product(s) and, as of the date hereof, comprises the complete and exclusive statement of the terms of the agreement between the parties relating to the Product(s) and any Trade-In Vehicle.

If any representations, specifications, terms or other arrangements are to be relied upon by Buyer, they must be in writing and specifically identified and referenced in this Agreement; otherwise, they will not be binding on or enforceable against Seller. There are no unwritten, oral agreements between the parties.

PRODUCT(S) PURCHASE PRICE	420,829.00
SALES TAX	+ 0.00
TIRE TAX	+ 0.00
FEDERAL RETAIL EXCISE TAX	+ 0.00
TOTAL PURCHASE PRICE	= 420,829.00
LESS TOTAL NET TRADE-IN ALLOWANCE	= 0.00
LESS CASH DOWN PAYMENT	= 395,000.00
UNPAID BALANCE	= 25,829.00

Buyer: [Redacted]
 2024
 X [Redacted]
 Buyer Signature [Redacted]
 Date [Redacted]

Seller: [Redacted]
 [Redacted]
 Seller Signature [Redacted]
 Date [Redacted]

Please Remit Payment To:
 Accounts Receivable
 [Redacted]
 Phone: [Redacted]

Rev. 11-20-2020 (1912406.5)

Invoice



 Phone

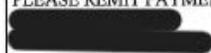
For Parts and Accounting
 Phone
 Fax

Date	Invoice #
7/28/2023	

Bill To


Ship To

S.O. No.	P.O. No.	Terms	Ship Via	Mileage	Unit/Body#	VIN#
		Net 30				

Item	Description	Ordered	Backordered	Invoiced	Rate	Amount
New Bus - Ne	2023  ELECTRIC SCHOOL BUS 59 PASSENGER CAPACITY PLEASE REMIT PAYMENT TO 		0	1	398,182.00	398,182.00T

This invoice is on the dealer's letterhead, the address and phone number are provided for both the dealer and buyer, and the item description includes the make, model, year and quantity.

PLEASE REMIT TO 	Subtotal	\$398,182.00
	Sales Tax (0.0%)	\$0.00
	Total	\$398,182.00
	Payments/Credits	\$0.00
	Balance Due	\$398,182.00

Infrastructure Equipment Examples

VEHICLE INVOICE					No. [REDACTED]	
SALESMAN: [REDACTED]					DATE: 8/28/2023	
SOLD TO: [REDACTED]						
ADDRESS: [REDACTED]						
MAKE	MODEL	NEW OR USED	VIN	KEY NO.		
[REDACTED]	BBCV3310	N	[REDACTED] 23		PRICE OF VEHICLE OPTIONAL EQUIP. & ACCESS. \$46,259.00	
INSURANCE COVERAGE INCLUDES: <input type="checkbox"/> FIRE AND THEFT <input type="checkbox"/> PUBLIC LIABILITY - AMT. <input type="checkbox"/> COLLISION - AMT. DEDUCT <input type="checkbox"/> PROPERTY DAMAGE - AMT.						
OPTIONAL EQUIPMENT AND ACCESSORIES			DESCRIPTION	PRICE		
GROUP	[REDACTED] ICE-30KW DC CHARGER					
	PO# [REDACTED]					
MINUTEMAN PRESS - 508-336-3080					SALES TAX	
					LICENSE AND TITLE	
TOTAL CASH PRICE					\$46,259.00	
FINANCING						
INSURANCE						
TOTAL TIME PRICE					\$46,259.00	
SETTLEMENT:						
DEPOSIT						
CASH ON DELIVERY					\$26,259.00	
TRADE-IN						
LESS LIEN						
TYPE						
VIN						
PAYMENTS					\$20,000.00	
EPA 2022 CLEAN						
SCHOOL BUS REBATE						
TOTAL					\$46,259.00	

This invoice is on the dealer's letterhead, the addresses and phone numbers are listed for both parties, the make, model, VIN and price are clearly listed, and the final total is calculated at the bottom.

This invoice is on the dealer's letterhead, the addresses and phone numbers for both parties are listed, and each item has a thorough description with dates, prices, discounts, and quantities (continued onto the next page).

INVOICE

BILL TO

[Redacted]

SHIP TO

[Redacted]

TRACKING#

[Redacted]

INVOICE

DATE 07/12/2024
TERMS Net 30
DUE DATE 08/11/2024

PROJECT #

[Redacted]

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/12/2024	Commissioning & Startup of the first AC or DC Charging Station	Commissioning & Startup of the first AC or DC Charging Station (DO NOT USE for T-54, T-124, T-184, any High Power Stations). Scope of Work - Testing with a production Battery Electric Vehicle, warranty verification of installation, submission of OEM commissioning documents. Includes labor & travel. NOTE: Additional trips will require Change Order to be signed. Price is for single trip to commission ALL the chargers. Customer induced changes that require an additional trip(s) will be quoted as time & material Change Order.	1	1,500.00	1,500.00
07/12/2024	[Redacted] for DC Chargers - 36 Months Prepaid	[Redacted] Software for Charger Management, DC chargers. [Redacted] portal access for dashboard, reporting, access management, rules-based load management. 36 Months Prepaid	1	1,334.00	1,334.00
07/12/2024	[Redacted] Setup	One-time software, hardware configuration and setup fee for the [Redacted] portal (per site)	1	180.00	180.00
07/12/2024	[Redacted] Data Plan - 36 months Prepaid	[Redacted] Data Plan to ensure connectivity - Cellular Data 4G/5G. 36 Months Prepaid	1	360.00	360.00
07/12/2024	ICE-30 CCS1	DC Wallbox, 30kW max. output, 150 - 1000Vdc out, 480V 3p Input, CCS1, Wallmount, Cellular, RFID	1	15,610.00	15,610.00
07/12/2024	Shipping for DCWB EVSE	Ground Shipping Costs for one DC Wallbox Charger	1	350.00	350.00

07/12/2024	Advanced Deposit	Advanced Deposit	-1	9,667.00	-9,667.00
07/12/2024	Progress Invoice Adjustment	Progress Invoice Adjustment: 10% *****REMOVE THIS -Not to exceed Installation Amount use alternative progress invoice adjustment for excess/roll-up to 10%. Change percentage to match and Use Negative Line Items for Pre-Determined Payment Rates for example 50/40/10 This SKU AFFECTS REVENUE*****	-1	1,933.40	-1,933.40

We enjoy doing business with you!	SUBTOTAL	7,733.60
For questions regarding this invoice or your account, email us at [REDACTED]	TAX	0.00
Please make Electronic Payments to:	TOTAL	7,733.60
Account Name: [REDACTED]	PAYMENT	7,733.60
Account Number: [REDACTED]		
ACH Routing Number: [REDACTED]	BALANCE DUE	USD 0.00
Wire Routing Number: [REDACTED]		PAID
SWIFT Code: [REDACTED]		
Please include Invoice number(s) paid on all Electronic Payments.		

This invoice is on the dealer's letterhead, the addresses and phone numbers for both parties are listed, and each item has a thorough description with dates, prices, discounts, and quantities (continued from the previous page).

INVOICE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Invoice Number [REDACTED]
Invoice Date 9/1/2021
Customer Number [REDACTED]
Purchase Order Number [REDACTED]

TO: [REDACTED]
[REDACTED]
[REDACTED]

ATTN: [REDACTED]
TRANSPORTATION DIRECTOR

Terms: UPON DELIVE
Shipped Via:
Special Instructions:

Quantity	Item Number	Description	Price Per	Amount
1	[REDACTED]	2022 [REDACTED] ALL AMERICAN REAR ENGINE 66 PASSENGER BROWN SEATS AND FLOOR	\$163,600.00	\$163,600.00
		ITEMS TO DELETE		
-1	AUTO TIRE CHAINS	AUTOMATIC TIRE CHAINS	\$2,300.00	(\$2,300.00)
-1	ENGINE BRAKE	VGT ENGINE BRAKE	\$125.00	(\$125.00)
-1	EXHAUST RETARDE	EXHAUST RETARDER	\$1,100.00	(\$1,100.00)
-1	TRANS RETARDER	TRANSMISSION RETARDER	\$6,650.00	(\$6,650.00)
-1	WEBASTO	WEBASTO COOLANT HEATER	\$2,600.00	(\$2,600.00)
-1	INTERIOR RACKS	INTERIOR PARCEL RACKS	\$1,530.00	(\$1,530.00)
-1	STORAGE	UNDERBUS STORAGE	\$3,650.00	(\$3,650.00)
-1	SPEC PACKAGE	SPECIAL NEEDS PACKAGE	\$14,150.00	(\$14,150.00)
1	CAMERA SYSTEM	ADDITIONAL ITEMS HD5 REI SYSTEM WITH 2 STOP ARM AND 4 INTERIOR CAMERAS WITH PANIC BUTTON, SENSOR HARNESS AND GPS INSTALLED IN BUS.	\$4,350.00	\$4,350.00

This invoice is on the dealer's letterhead, provides the addresses and phone numbers of both parties, provides detailed items with descriptions, and provides the price of each item with the final total listed at the bottom.

VIN [REDACTED]
APPRECIATE YOUR BUSINESS!!

TOTAL \$135,845.00
Sales Tax
Freight
Total \$135,845.00
=====

6328
R1

[Redacted]

[Redacted]

INVOICE: [Redacted]
SALESMAN: [Redacted]
DATE: 03/02/2023

RECEIVED
JUN 14 2023
TUESDAY SMITH

SOLD TO [Redacted]

LHPO:	CLST PO	MAKE	YEAR	MODEL	PASSENGERS	VIN	PRICE
22-083	82221458-00	IC	2024	C3402	72	4DRBUC8N1RB217505	\$105,509.00
22-083	82221458-00	IC	2024	C3402	72	4DRBUC8N3RB217506	\$105,509.00
22-083	82221458-00	IC	2024	C3402	72	4DRBUC8N5RB217507	\$105,509.00
22-083	82221458-00	IC	2024	C3402	72	4DRBUC8N7RB217508	\$105,509.00
22-083	82221458-00	IC	2024	C3402	72	4DRBUC8N9RB217509	\$105,509.00
22-083	82221458-00	IC	2024	C3402	72	4DRBUC8N5RB217510	\$105,509.00
22-083	82221458-00	IC	2024	C3402	72	4DRBUC8N7RB217511	\$105,509.00
22-083	82221458-00	IC	2024	C3402	72	4DRBUC8N9RB217512	\$105,509.00
22-083	82221458-00	IC	2024	C3402	72	4DRBUC8N0RB217513	\$105,509.00
22-083	82221458-00	IC	2024	C3402	72	4DRBUC8N2RB217514	\$105,509.00

BUY BOARD FEE \$800.00

10 UNITS

TOTAL: \$1,055,890.00

Rec'd
6/14/2023

Please pay overage of Buy Board Fee. Fee amount was left off of PO.

FLEET OPERATIONS
APPROVED FOR PAYMENT

82221458

[Redacted Signature]
SIGNATURE

198-34-6631-001 999-99-437-000000

THANK YOU FOR YOUR BUSINESS!

This invoice is on the dealer's letterhead, the addresses and phone numbers of both parties are listed, follows EPA guidelines for handwritten notes, and each item has the make, model, year, VIN, and price, with the total price listed at the bottom.

Appendix C: Additional Documentation

Vehicle Title

A copy of the vehicle title to any new bus is required to be submitted upon the completion of the rebate program. This is one of the documents required to be submitted with the Close Out Form. Funding recipients should refer to the rebate program guide for their funding year for more detailed information. At a minimum, each vehicle title should include:

- VIN
- State
- Model year

Each state or territory has different details that are required on their vehicle titles. Ensure that the title for the new bus follows the requirements for the place of ownership.

EPA Engine Family Number



An EPA engine family number is a unique 12-character alpha-numeric code that identifies a group of engines with similar emission characteristics, model year, and manufacturer. The EPA engine family number is found on the engine's nameplate, typically located on the engine block. Please visit this website or email the CSB Helpline if additional information is needed: <https://www.epa.gov/ve-certification/information-about-family-naming-conventions-vehicles-and-engines>

Proof of delivery

The examples below are proof of delivery documents for vehicles and infrastructure, respectively.

DELIVERY RECEIPT

Make _____	Year _____	Model _____
Body Number _____		
Stock Number _____	VIN Number _____	
I HAVE RECEIVED THE ABOVE DESCRIBED VEHICLE AND ASSUME ALL RISK OF LOSS THEREOF UNTIL SUCH TIME THIS VEHICLE IS DELIVERED TO CUSTOMER BELOW.		
_____ Delivery Driver Signature	_____ Rush Service Signature	
_____ Date	_____ Date	
I HAVE RECEIVED THE ABOVE DESCRIBED VEHICLE AND I ASSUME ALL RISK OF LOSS THEREOF. THE CONDITION OF THE VEHICLE IS COMPLETELY ACCEPTABLE TO ME. I ACKNOWLEDGE ANY DIFFERENCE BETWEEN THE ODOMETER MILEAGE AND ECM MILEAGE NOTED ABOVE.		
ADDITIONALLY I HAVE PAID ALL APPLICABLE FEDERAL HIGHWAY USE TAX ON ANY UNIT(S) RUSH BUS CENTER ACCEPTED IN TRADE FOR THE ABOVE DESCRIBED VEHICLE AND NO OTHER TAXES OF ANY KIND ARE DUE ON ANY UNIT(S) RUSH BUS CENTER ACCEPTED IN TRADE FOR THE ABOVE DESCRIBED VEHICLE		
Odometer Mileage _____		
Customer _____		
Remarks _____		
_____ Customer Signature	_____ Date	
_____ Printed Name		
The undersigned Rush Bus Center Employee or Designate released the vehicle described above to the customer named above.		
_____ Signature	_____ Printed Name	

This vehicle delivery receipt contains the original order information (e.g., make, model, year, and VIN) and the signature of the purchaser.

Load Information	Details
Pickup Location:	[REDACTED]
Shipping hours:	[REDACTED]
Shipper Contact:	[REDACTED]
Ship To:	[REDACTED]
Commodity Description:	5 - 60kW PCS 5- GEN3-S Dispenser 5 - GEN3-E Dispenser
Total Weight:	PCS 9575 lbs. Dispenser 800 lbs.
Handling Unit Type{pallet, skid,crate etc):	Crate and Pallet
Handling Unit Qty:	5 each 60kW PCS Crate 1 each Dispenser Pallet
Dimensions:	PCS Crate 40"W x 45"D x 93"H Dispenser Pallet 61" x 44" x 50"
Pickup by Date/Time:	[REDACTED]
Accessorials:	[REDACTED]
Serial # ('s) REQUIRED: MUST BE NOTED ON BILL OF LADING	[REDACTED]

Ship to:

[REDACTED]

Certificate of Conformance

This infrastructure proof of delivery document contains the date of delivery, the shipping address, the original order information (e.g., serial numbers, item descriptions, quantity), and the shipping company information.

Appendix D: Guidelines and Regulations

Code of Federal Regulations (CFR): Title 2, Subtitle A, Chapter II, Part 200:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

All CSB grantees are subject to the requirements of 2 CFR Part 200. This section of the CFR details important information regarding participant support costs, auditing measures, contracts vs. subawards, application requirements, etc. **The CFR requirements are applicable to grant recipients only, but these regulations are a useful reference for rebate recipients as well.**

The following bullets have been summarized for key points, please use the CFR website to locate the full text of the regulations.

Important sections for grantee reference:

- *2 CFR 200.1: Definitions* - Acquisition cost means the (total) cost of the asset including the cost to ready the asset for its intended use. For example, acquisition cost for equipment means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.
- *2 CFR 200.302: Financial management* - Maintaining records that precisely identify the amount, source, and expenditure of Federal funds for Federal awards. (a) All recipient and subrecipient financial management systems must be sufficient to permit the preparation of reports required by the terms and conditions; and tracking expenditures to establish that funds have been used in accordance with Federal statutes, regulations, and the terms and conditions of the Federal award.
- *2 CFR 200.302 (b) (3):* EPA Project Officers can request additional documentation that contains information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.
- *2 CFR 200.318 (a): Documented procurement procedures* - The recipient or subrecipient must maintain and use documented procedures for procurement transactions under a Federal award or subaward, including for acquisition of property or services. The recipient or subrecipient must maintain records (*e.g.*,

receipts, email communications regarding delivery timelines) sufficient to detail the history of each procurement transaction.

- *2 CFR 200.328 (c): Financial reporting – The recipient or subrecipient must submit financial reports as required by the Federal award. Reports submitted annually must be due no later than 90 calendar days after the reporting period. Reports submitted quarterly or semiannually must be due no later than 30 calendar days after the reporting period. (d) The final financial report submitted by the recipient must be due no later than 120 calendar days after the conclusion of the period of performance. A subrecipient must submit a final financial report to a pass-through entity no later than 90 calendar days after the conclusion of the period of performance. The Federal agency or pass-through entity may extend the due date for any financial report with justification from the recipient or subrecipient.*
- *2 CFR 200.334: Record retention requirements - The records for property and equipment acquired with the support of Federal funds must be retained for three years after final disposition.*
- *2 CFR 200.336: Methods for collection, transmission, and storage of information - When practicable, the Federal agency or pass-through entity and the recipient or subrecipient must collect, transmit, and store Federal award information in open and machine-readable formats.*
- *2 CFR 200.337: Access to records - The Federal agency or pass-through entity, Inspectors General, the Comptroller General of the United States, or any of their authorized representatives have the right of access to any records and personnel of the recipient or subrecipient pertinent to the Federal award to perform audits, execute site visits, interview and discuss documents, or for any other official use.*