



How to Receive Your Bus Reimbursement

Schools, School District Offices, Transportation Departments and Third Party Transportation services are to submit invoices within 30 days after landfill tours. In order to receive reimbursements for the bus services, invoices must be typewritten and submitted with the following information.

Reimbursements for Schools, School Districts or Transportation Dept.

1. All invoices are to be addressed to SWACO, Attn: Accounts Payable, 4239 London-Groveport Road, Grove City, Ohio 43123;
2. Invoices must be on school, school district or transportation departments' letterhead. Please include an invoice number and date of invoice;
3. Name of school district, if invoicing from a school;
4. Amount of charges for each trip and totaled;
5. Who the check should be addressed to;
6. Address where check is to be mailed to;
7. Contact Name in case of any problems with invoice.

For Third Party Transportation Services:

1. Invoice(s) are to be addressed to SWACO, Attn: Accounts Payable, 4239 London-Groveport Road, Grove City, Ohio 43123.
2. Invoices must be on Company letterhead. Please include an invoice number and date of invoice;
3. Name of school, school district and date of tour must be included on invoice;
4. Amount of charge(s) for each bus trip, plus total amount due;
5. Who the check should be addressed to;
6. Address where the check should be mailed to;
7. Contact name in case of any problems with invoice.

IMPORTANT

SWACO cannot provide any reimbursement payments for invoices not addressed to SWACO. Invoices addressed to schools, schools districts, or transportation departments cannot be forwarded to SWACO for reimbursement. Any invoices received not addressed to SWACO will be returned for non-payment. Any questions or concerns regarding reimbursement policy please contact Kathie McCalla or Kristi Higginbotham at 871-5100.