



Public Schools of the Tarrytowns

Lauren Leone, CPPB, Purchasing Agent, 200 North Broadway, Sleepy Hollow, NY 10591
Ph: 914-332-4262 E-Mail: lleone@tufsd.org

To Whom it May Concern:

Loan requests placed by a private school on behalf of the parent(s) of a private school student(s) must be accompanied by a current enrollment list, including physical addresses and contact information for each enrolled student(s) residing within the TUFSD.

Pursuant to NYS Textbook Loan Program guidelines, the budget for each school request will be calculated by number of enrolled Tarrytown resident students X the State aid able amount of \$58.25. **All orders are due on or before July 1st preceding the year for which the loan request is being made.**

In accordance with the NYS Textbook Loan Program inventory control of all Textbook Loan Materials will be maintained by the Purchasing Agent in the Business Office. All books requested by the private school on behalf of the parent(s) of private school students **MUST** be marked with "Property of TUFSD". Beginning 2025-2026 school year, any non-consumable book sent directly to a private school on a student's behalf must be inventoried by the private school. TUFSD will ask for an updated inventory in March of each school year and reserves the right to ask for any unused books to be returned to the TUFSD at the private school's expense. Failure to provide the inventory will result in a hold on further loan requests until the return inventory is received by the TUFSD. Inventory should be e-mailed to lleone@tufsd.org. The private school inventory will be tracked separately by school.

Workbooks provided by TUFSD, either directly to a student or to a private school on behalf of a student are consumable and do not need to be returned by the parent nor do they need to be accounted for in the private school inventory list.

Please use the order form named "Text Loan Order Form for Private Schools 2026-2027". The orders must be submitted on the individual order form by vendor, with a vendor quote, including all shipping and handling charges, attached for each order.

Thank you,

Lauren Leone, CPPB
Purchasing Agent