# Sample – Letter/Form to Families Regarding Prepaid Gas Cards

The purpose of these cards is to help families who are struggling with stable housing by providing transportation to and from school. This card is to be used exclusively for the purchase of gas. Should items other than gas be purchased, you may be required to reimburse the [local educational agency] for the unauthorized purchases and we will not provide gas cards to you in the future. These cards are to assist with attendance to school and reduce the number of tardies.

You must get a receipt when you use this card to purchase gas, and return it to the [local educational agency] on the day you made the purchase. If receipts are not returned, you will be ineligible for future gas cards. If you have any questions about these guidelines, please contact the homeless liaison.

**Student Information:**

| Student Name: | Grade: |
| --- | --- |
| Student ID: | School: |
| Days Absent: | Days Tardy: |

**Liaison Information:**

| Liaison Name: | Contact: |
| --- | --- |

**Card Information:**

| Gas Card ID: | Gas Amount: | Gas Station: |
| --- | --- | --- |
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**Parent and Liaison Information:**

| **Parent Name** | **Parent Signature** | **Date** |
| --- | --- | --- |
|  |  |  |
| **Liaison Name** | **Liaison Signature** | **Date** |
|  |  |  |