

ORDER FORM FOR SCHOOL ADMINISTRATORS: STUDENT VENTRA CARD BULK ORDER FORM 2015-2016 School Year



DO use this form if you are a school administrator ordering multiple cards for your school to distribute for the 2015-2016 school year.



DON'T use this form if you're a student, parent or guardian who needs a card. Visit ventrachicago.com/students for information on how to get a card.



DON'T use this form if your school is a Chicago Public School—visit ventra.cps.edu.

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

CITY, STATE, ZIP: _____

SCHOOL ADMINISTRATOR: _____

ADMINISTRATOR PHONE: (_____) _____ Extension: _____

ADMINISTRATOR EMAIL: _____

REQUESTED DELIVERY DATE: _____

Please allow enough lead time so students have the card for the start of the school year. Cards will be mailed within 7-10 business days after payment is received.

Item #	Description	Card Cost		Number of Cards		Total Cost
4300-01008-15	Student Ventra Card	\$2.00	x		=	

NOTE:

- All Ventra Student Cards are the responsibility of the school upon delivery. The school must notify Ventra of any lost or stolen cards immediately.
- Cards will be shipped active for use by students and ready for distribution to students by the School Administrator.
 - New cards are good for use on Ventra for up to five years.
 - A regular fare will be charged to students outside of Student Reduced Fare hours.
 - If you have cards left over from either last year or the summer term and would like to issue those cards to students instead of purchasing new cards, be sure to provide us with the card numbers.
 - Ventra will program them for Student Reduced Fare for the 2015-2016 School Year
 - Cards we issued previously were entitled only for that term, the same way cards you order now will only be entitled for this term unless later programmed to work for future terms.

...continued.

- **Students should not to throw their cards away at the end of the year**, to avoid needing to buy new ones in the future.
- Use the form provided by Ventra to keep track of the card numbers which have been distributed to students. This form will make it easy for you to tell us who, in the future, should have Student Reduced Fare granted to them on their existing cards in future school terms (such as over the summer or next fall, when they return after the summer break).
- All cards that will be delivered will be pre-set with a validity period for Student Reduced Fare, when applicable, from 8/10/15 through 6/24/16.
- For returning students who still have a Ventra Student Card they were previously provided, please provide Ventra with the students' card numbers for re-entitlement.
 - This will prevent students from having to purchase another card unnecessarily.
 - If we do not receive information from you to verify that these cards should be eligible for Student Reduced Fare this year, regular fares will be deducted from their cards.
- Personal checks will not be accepted for payment. Please use a money order, cashier's check or school check.

FORWARD ORDER AND PAYMENT TO:

Ventra
Attn: Student Ventra
P.O. Box 8291
Chicago, IL 60680

PAYMENT METHOD:

Money Orders, Cashier's Check, Company Check
Make Payable to: **Chicago Transit Authority**

I understand that the student entitlement is to be issued only to qualified students currently enrolled in an approved program.

Principal's Signature _____

Print Name _____