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Memorandum

To: Capitol Area Boy Scouts, San Jacinto Girl Scouts, Houston Livestock Show & Rodeo, Mothers Against Drunk Driving, Omega Psi Phi, Texas Cotton Producers, and Texas Water Works

From: DeChà Reid
Director III, Student Financial Aid Programs (SFAP) Operations

Date: November 27, 2023

Subject: License Plate Insignia (LPI) End-of-Year Report - FY 2023

Each fiscal year, License Plate Insignia (LPI) funds are disbursed by the Texas Higher Education Coordinating Board (THECB) to participating organizations for the use of program administration.

The LPI End-of-Year Report **must** be submitted by each organization to the THECB. The purpose of this report is to collect the necessary documentation from participating organizations to perform the annual monitoring of the LPI program.

Participating organizations **must**:

Step One: Click [here](#) to access the *2022-23 License Plate Insignia (LPI) Program End of Year Report*.

- If the web page is not immediately displayed, copy and paste the following web address into a secure browser:

<https://app.smartsheet.com/b/form/153e94771b4a45849b42143920e71088>

Step Two: Upload a current copy of a financial statement with a date range of 9/1/2022 - 8/31/2023.

Step Three: Complete **all** fields on the form and click “submit” to send to the THECB.

The deadline to submit this report is **December 11, 2023**.

For questions, please contact Financial Aid Services at (844) 792-2640 or [CONTACT US](#) (select “Financial Aid Question” under Contact Reason).