



## **ARTS IN EDUCATION APPROVAL AND BILLING PROCESS**

1. Pre-approval request form is completed by the District, signed by the **District Contact Person only** and sent to the attention of Barbara Siemaszko, at LoGuidice Educational Center. (All reservations are the responsibility of the district.)
2. Pre-approval request form is reviewed for programmatic compliance and approved by Barbara Siemaszko. If request does not meet SED guidelines district is notified immediately.
3. Approved request form forwarded to Tina Ellis for Budget approval.
4. Tina will create and code A403-5842-400-500-xxx (see District Code List for last 3 digits) requisition and forward to the BOCES Business Office for Purchase Order generation.
5. Original purchase order is sent to the vendor; a “Division” copy of the purchase order is sent to the School District. A copy of the PO, the approval form and requisition are retained by Tina.
6. Following completion of program, the School District verifies event/service rendered by signing and dating “Division” copy and returning it to Tina as soon as possible. An exception to this step is if the event requires payment in advance. In that case sign and date the “Division” copy upon receipt and return to Tina.
7. Verified “Division” copy is received from the district and matched with original request and invoice from Vendor. When complete and in agreement, Tina submits for payment of invoice.
8. When insufficient funds are available, Tina will inform the district that a Service Adjustment Agreement is needed (giving the district a total + 5% admin fee), notify Karen Drummond.