

Purchasing Earth Spirit Time Blocks



ERIE 2-CHAUTAUQUA-CATTARAUGUS

LoGuidice Educational Center
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To Purchase Earth Spirit Time Blocks:

2013-2014 school year (now until end of June, 2014):

- Schools may contact Earth Spirit and determine how much time they are buying.
- Earth Spirit should contact Barbara Siemaszko's office. We will create a Service Adjustment Agreement to send to the district for the correct amount of money to be charged to the district. The Superintendent of the District must sign and return this form prior to the activity taking place.
- Earth Spirit will invoice Erie 2 after the activity for payment.

2014-2015 school year (starting in Sept. 2014):

- Districts may enter the amount of money they intend to spend next year into BOCES wincap. This process needs to take place prior to May 1st.
- If money has been deposited on account for Earth Spirit activities through the coser, the district schedules activities with Earth Spirit and Earth Spirit invoices BOCES for payment.
- If the district exceeds the amount of money they have allocated for Earth Spirit activities, BOCES will send a Service Adjustment Agreement to the district Superintendent in the amount of the difference.
- If a district did not allocate funds for Earth Spirit, Earth Spirit will follow the steps listed under 2013-14.

Questions can be directed to Barbara Siemaszko – 716- 672 – 9381 ext. 2012.