



## Exploratory Enrichment Cosers with Earth Spirit and Billing Process through BOCES

### **How do I request a program through BOCES?**

School Districts can request a program by contacting:

#### ***Earth Spirit***

Jon Roth \*

Environmental Ed/Office Mgr/ Program Coordinator

programming@earthspiritedu.org

716-941-6267

Earth Spirit Educational Services

P.O. Box 261

Orchard Park, NY 14127

www.earthspiritedu.org

*\*Vendors contact BOCES and provide School, Programs, dates, costs. (all necessary info)*

### **Who pays for this program?**

School Districts deposit money into the 427.600.09 Exploratory Enrichment Cooperative Service Agreement (Coser) for programs offered through BOCES. If a School District does not have funds in the Coser for a particular program, BOCES does a Service Adjustment Agreement to add funds to the Coser.

If program is being funded through a PTA or similar pipeline, funds must be transferred to the District. Outside groups may not fund programming directly through BOCES.

### **Invoicing**

Vendors\*\* send invoices to:

Erie 1 BOCES 355 Harlem Road West Seneca, NY 14224 or

Debbie Schweigert at dschweigert@e1b.org.

Once the Districts have submitted payment into the Coser and an invoice has been submitted, BOCES will create a Purchase Order for the event, and pay the invoice.

*\*\*We ask schools and vendors to give us **30 days' notice** for any programs that require Service Adjustment Agreements.*

Feel free to contact Debbie Schweigert at (716) 821-7188 or dschweigert@e1b.org.