

Instructional Support

Environmental Ed Cosers and Billing Process through Erie 2 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 438. 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 the School District is not an Erie 2 BOCES District BOCES submits a Cross Contract to the participating BOCES to add funds to the Coser.)

Vendors** send invoices to:

Erie 2 BOCES, 9520 Fredonia-Stockton Rd, Fredonia, NY 14060

Email: bsiemaszko@e2ccb.org or tschmigiel@e2ccb.org

Fax: 716-672-2393

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

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.

Feel free to contact me or my secretary for any more help or with any questions or concerns

Barbara Siemaszko, Director
Instructional Support Services

[716-672-4371 ext. 2012](tel:716-672-4371)

Fax: [716-672-2393](tel:716-672-2393)

9520 Fredonia Stockton Road - A building
Fredonia, NY 14063

bsiemaszko@e2ccb.org

Tess Schmigiel, Secretary
Instructional Support Division Office

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