

PRIOR TO THE TRIP	
<input type="checkbox"/>	District contacts Vendor <ul style="list-style-type: none"> o Schedules trip and acquires cost details
<input type="checkbox"/>	District uses the attached PO Request Form (available online at www.nassauboces.org/outdoors/forms) <ul style="list-style-type: none"> o Fills out Vendor Information and Itemization sections
<input type="checkbox"/>	District Administrator signs District Approval Signature line. <ul style="list-style-type: none"> o Signature grants BOCES permission to create a PO on the District's behalf
<input type="checkbox"/>	Fax, scan, email PO Request Form to BOCES two weeks prior to trip to create Trip ID# <ul style="list-style-type: none"> o Keep original document to bring on trip
DAY OF THE TRIP	
<input type="checkbox"/>	Bring the PO on the trip. When checking in: <ul style="list-style-type: none"> o Vendor must verify attendee count and cost, makes necessary adjustment, and signs in space provided. **Please remind the vendor to submit the vendor invoice to BOCES. Teacher keeps the original PO signed by the vendor
AFTER THE TRIP	
<input type="checkbox"/>	Make any necessary corrections verifying the trip and correct amount <ul style="list-style-type: none"> o District Administrator signs Approved for Payment Signature line o Re-fax, scan, email PO Request Form to BOCES. We ask that this is done immediately.
<input type="checkbox"/>	If required, adjustments are made to close PO based on the Vendor Invoice

Important Notes:

- **Cancelled Trip or a change to the Trip date:** BOCES must be notified. Notification of a change in date allows BOCES to match Invoices from the Vendor.
- **Vendor is not receiving PO information:** Call BOCES to review/update your Vendor Profile.
- BOCES must receive the invoice for vendor to be paid. Invoice must have a unique invoice number to identify it in the payment process.

Contact:

Nassau BOCES Outdoor & Environmental Education
One Merrick Ave., Westbury, NY 11590
516-396-2264/6644 Fax: 516-333-6432

For General Inquires and Account Information,
please contact OEEInfo@nasboces.org.

For reservations, cancellations, or rescheduling,
please contact reserveoee@nasboces.org.

