

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

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