

Procedure for Overnight Supervision Purchase Order Request Form

| SUBMISSION OF FORM TO OUTDOOR AND ENVIRONMENTAL EDUCATION | | | | | | | | | | | |
|---|--|---------------------------------------|-----------------------|-------------|-----------------------|------------------|----------|-------|----------|-----------|--|
| <input type="checkbox"/> | <p>The school district fills out the the Overnight Supervision Purchase Order (PO). The following information must be included:</p> <ul style="list-style-type: none"> ○ Name of the teacher(s), cost per day, the number days of overnight stay, and the sum (total cost) paid to the teacher(s): <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">Name of Overnight Supervisor/Teachers</th> <th style="width: 15%;">Per Day rate</th> <th style="width: 15%;"># of Nights</th> <th style="width: 20%;">Total Amt. to be Paid</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">NAME</td> <td style="text-align: center;">\$300.00</td> <td style="text-align: center;">3</td> <td style="text-align: center;">\$900.00</td> </tr> </tbody> </table> | Name of Overnight Supervisor/Teachers | Per Day rate | # of Nights | Total Amt. to be Paid | NAME | \$300.00 | 3 | \$900.00 | | |
| Name of Overnight Supervisor/Teachers | Per Day rate | # of Nights | Total Amt. to be Paid | | | | | | | | |
| NAME | \$300.00 | 3 | \$900.00 | | | | | | | | |
| <input type="checkbox"/> | <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 80%; padding: 2px;">PO Request District Approval: _____</td> <td style="width: 20%; padding: 2px;">Date</td> </tr> <tr> <td colspan="2" style="padding: 2px;">_____</td> </tr> <tr> <td colspan="2" style="padding: 2px; text-align: center;">Print Name/Title</td> </tr> <tr> <td colspan="2" style="padding: 2px;">_____</td> </tr> <tr> <td colspan="2" style="padding: 2px; text-align: center;">Signature</td> </tr> </table> <p>The school district completes the Final Approval to Pay section on the PO Request Form and submits it to the Department of Outdoor and Environmental Education (OEE) .</p> <ul style="list-style-type: none"> ○ The PO Request District Approval section must be signed by District Administration | PO Request District Approval: _____ | Date | _____ | | Print Name/Title | | _____ | | Signature | |
| PO Request District Approval: _____ | Date | | | | | | | | | | |
| _____ | | | | | | | | | | | |
| Print Name/Title | | | | | | | | | | | |
| _____ | | | | | | | | | | | |
| Signature | | | | | | | | | | | |
| PAYMENT TO SCHOOL DISTRICT | | | | | | | | | | | |
| <input type="checkbox"/> | <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 80%; padding: 2px;">Final Approval to Pay: _____</td> <td style="width: 20%; padding: 2px;">Date</td> </tr> <tr> <td colspan="2" style="padding: 2px;">_____</td> </tr> <tr> <td colspan="2" style="padding: 2px; text-align: center;">Print Name/Title</td> </tr> <tr> <td colspan="2" style="padding: 2px;">_____</td> </tr> <tr> <td colspan="2" style="padding: 2px; text-align: center;">Signature</td> </tr> </table> <p>The school district invoices BOCES for the cost of overnight supervision by completing the Final Approval to Pay section and submitting the form to OEE.</p> <ul style="list-style-type: none"> ○ The Final Approval to Pay section must be signed by District Administration | Final Approval to Pay: _____ | Date | _____ | | Print Name/Title | | _____ | | Signature | |
| Final Approval to Pay: _____ | Date | | | | | | | | | | |
| _____ | | | | | | | | | | | |
| Print Name/Title | | | | | | | | | | | |
| _____ | | | | | | | | | | | |
| Signature | | | | | | | | | | | |
| <input type="checkbox"/> | BOCES will pay the school district against the open PO upon submission. | | | | | | | | | | |
| <input type="checkbox"/> | BOCES will bill the school district and apply the cost of the BOCES administrative fee. | | | | | | | | | | |

Contact:

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