

BOCES Arts In Education Co-Ser

Does the activity include a dance, music, theater, visual arts, literary arts or media arts (including Scholastic Arts Competition) component/are there NYS Anchor Standards for the Arts that apply?

Yes

Use the BOCES AIE Co-Ser.

No

Use the normal MCSD requisition process.

Is pre-payment required?

Yes

1. Submit BOCES AIE Contract
2. Submit Invoice
3. Submit MCSD Requisition Form - Do NOT input into nVision.
4. Submit vendor W-9

No

1. Submit BOCES AIE Contract
2. Submit Author/Presenter Agreement
3. Submit MCSD Requisition Form - Do NOT input into nVision.
4. Submit vendor W-9

Note: Forms are fillable on-line. You must download the file first before starting to complete it.

Program/event takes place.

If program is canceled or postponed or otherwise modified, please contact Ashley Burhans.

1. Complete BOCES Claim Form (which includes signature of presenter/vendor)
2. Submit Invoice
3. Return pink copy of PO to Ashley Burhans in the District Business Office

****All forms are available on the District website: <https://www.millbrookcsd.org/Page/439>.****