

BOCES CROSS CONTRACTS

To expedite your BOCES agreement, please use this form along with the COSER agreement to be signed.

INSTRUCTIONS: Fill out, sign, and return form with your Coser Agreement to be signed. Email both forms to the Purchasing Department. Upon receipt of both forms, purchasing will process the Coser Agreement for signature and route the signed agreement to SW BOCES.

SCHOOL YEAR: 2023-2024

PARTICIPATING BOCES: _____

PO #: _____, if applicable

ACCOUNT CODE#: _____

Is COSER part of the original adopted BOCES Budget: Yes or No (check box below)

If not reflected in the original adopted BOCES Budget, has the appropriate Budget Modification been completed: Yes or No (check box below)

***Budget Modification must be completed prior to processing COSER for signature

Administrator's Name: _____

Administrator's Signature: _____

Date: _____

PURCHASING OFFICE USE ONLY:

Completed COSER Agreement attached _____

Completed COSER Agreement emailed to SW BOCES _____

Completed COSER Agreement emailed to Administrator _____