nassau BOCES Procedures for Trips Requiring a Purchase Order

	PRIOR TO THE TRIP
☐	District contacts Vendor o Schedules trip and acquires cost details
☐	District uses the attached PO Request Form (available online at www.nassauboces.org/outdoors/forms) o Fills out **Vendor Information** and **Itemization** sections
☐	District Administrator signs **District Approval Signature** line. o Signature grants BOCES permission to create a PO on the District's behalf
☐	Fax, scan, email PO Request Form to BOCES **two weeks prior** to trip to create Trip ID# o Keep original document to bring on trip
	DAY OF THE TRIP
☐	Bring the PO on the trip. When checking in: 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
☐	Make any necessary corrections verifying the trip and correct amount 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.
☐	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
Kim DeRosa, Senior Typist Clerk
kderosa@nasboces.org

Yajaira Herrera, Program Coordinator
yherrera@nasboces.org