

## **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, [lynncottini@wpcsd.k12.ny.us](mailto:lynncottini@wpcsd.k12.ny.us). IF THIS FORM IS NOT SENT WITH THE COSER TO BE SIGNED, THE COSER WILL BE RETURNED TO YOU. Upon receipt of both forms, purchasing will process the Coser Agreement for signature and route the signed agreement to SW BOCES.

### **COSERS WILL NOT BE PROCESSED UNLESS BOTH FORMS ARE SUBMITTED**

SCHOOL YEAR: \_\_\_\_\_ (fill in year)

PARTICIPATING BOCES: \_\_\_\_\_ COSER# \_\_\_\_\_

PO #: \_\_\_\_\_, if applicable

ACCOUNT CODE#: \_\_\_\_\_

Is COSER part of the original adopted BOCES Budget: Yes \_\_\_\_\_ or No \_\_\_\_\_ (check ONE)

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

- Budget modification form is required for Coser to Coser transfers even in same budget code  
Example: If COSER 555 was budgeted but now you want to use the funds for COSER 556, you must do a budget transfer form for COSER to COSER
- Budget Modification must be completed prior to processing COSER for signature

Administrator's Name: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**PURCHASING OFFICE USE ONLY:**

Completed COSER Agreement attached \_\_\_\_\_

Completed COSER Agreement emailed to SW BOCES ACCTS REC \_\_\_\_\_

Completed COSER Agreement emailed to Administrator \_\_\_\_\_