



Service Now Request Form

Arts in Education Administrator

These instructions apply to the following request forms: Arts in Education (447), Exploratory Enrichment (427), and Extracurricular Activity (539).

Step 1: Designate Arts in Education Administrator

Each participating district must designate an Arts in Education Administrator. This individual will oversee all Arts in Education (447), Exploratory Enrichment (427), and Extracurricular Activity (539) requests. All requests will be directed to them for approval. All communication regarding the above services will be communicated to them.

To designate your districts Arts in Education Administrator or to make and update, complete the [Arts in Education Administrator Form](#).

Trouble accessing the form? Contact Matthew Ellis at mellis@e1b.org.

Step 2: Initial Requests

All request forms may be completed by educators or administrators requesting the event or service. The [Requestor Request Form Overview](#) provides detailed instructions. All details including dates, location, costs, etc. should be solidified with the vendor prior to completing the request form. Upon submitting the request, the form will be sent to the districts designated Arts in Education Administrator for review and approval.

Note: Requesting educators and administrators will not be able to include attachments to the form. Attachments may only be added by the Arts in Education Administrator and should be directed to them.

[Arts in Education Request Form](#)

[Exploratory Enrichment Request Form](#)

[Extracurricular Activity Request Form](#)



Step 3: Arts in Education Administrator Review and Approval

Upon initial form submission, the Arts in Education Administrator will receive the form for review and approval via email and in the Service Now approvals. The email will be sent from WNYRIC Service Desk. See below.

Arts in Education Request

Hello Daniel,

TEST has submitted an Arts in Education Request with the details below. Please contact TEST if you have any additional questions. Please Approve or Reject this request using the links below.

Summary of Requested Items:

Educator Name : TEST
Educator School District : Test District
Educator School Building : TEST
Grade Level(s) : TEST
Educator Email : TEST
Educator Phone Number : TEST
Name of Artist/Author/Group/Program/Event : TEST
Type of Program or Event (select one option.) : Arts Performances (music, visual art, dance, arts cultural visit, performance tickets, pit musicians, performance rights, etc.)
Date(s) of Program or Event : TEST
Location of Program or Event : TEST
Number of Students Served : TEST
Total fees for program (these fees should not include travel, food or lodging) : TEST
Learning Target/Outcomes : TEST
Preparation : TEST
1. Generate and conceptualize artistic ideas and work : true
3. Organize and develop artistic ideas and work : true
Name (to appear on check from BOCES) : TEST
Address (street, city, state, zip) : TEST
Vendor Phone Number : TEST
Vendor Email : TEST

[Click here to approve RITM0484706](#)
[Click here to reject RITM0484706](#)

To approve or reject the request via email, simply click the appropriate link at the bottom of the email. You may add notes and attachments to the request directly in the email. You can not make edits to the form through email.

To approve or reject the request via Service Now, open the request and click Approve or Reject at the top right of the window. In Service Now, you may add notes to the *Additional Comments* text box. Attachments can be added by clicking the paper clip icon at the top right. Edits may also be made the form when opened in Service Now. See below.

Requested Item
RITM0484706

Follow Update Save Approve Reject Complete Item

Additional comments
(Customer visible)

Additional comments (Customer visible)

Post

Approved Requests will be assigned to Erie 1 BOCES staff to review and process.

Rejected Requests will be removed and will not proceed further.

Note: The initial requestor will not be notified of approval or rejection. The district Arts in Education Administrator should communicate this.



Step 4: Erie 1 BOCES Review and Process

If approved, the request form will be sent to Erie 1 BOCES staff to review. If approved, the district Arts in Education Administrator will be notified automatically through Service Now via email. If changes to the form are needed, Erie 1 BOCES staff will reach out to the district separately.

Once the request is processed and a PO is generated and sent to the vendor, a copy of the PO will be attached to the request form and marked completed. The district Arts in Education Administrator will be notified automatically through Service Now via email. The copy of the PO will be attached to the email.

Questions?

Contact Dan Lynch at dslynch@e1b.org or 716-821-7480.