

Process Flowchart



PLAN

School and artist/vendor confirm learning experience, location, date, time, and cost.



REQUEST

School prepares the Arts in Education or Exploratory Enrichment request form to submit to Erie 1 BOCES.



APPROVAL

Erie 1 BOCES will review the request and grant approval if it satisfies all criteria. Upon approval, a PO will be sent to the artist/vendor once all vendor information is received.



LEARN

The learning experience takes place!



OK TO PAY

The district confirms that the event occurred. A check is sent directly to the artist or vendor.