



E1B Education Campus
355 Harlem Road, West Seneca, NY 14224

June 1, 2026

Re: Erie 1 BOCES Arts in Education & Exploratory Enrichment Services
Vendor Information & Process Overview

Dear Vendor Partner,

Thank you for your interest in working with Erie 1 BOCES through our Arts in Education (AIE) and Exploratory Enrichment (EE) services. These services are designed to connect school districts with high-quality educational experiences that enhance student learning through the arts and enrichment opportunities. To learn more about these services, visit <https://artsined.e1b.org/>.

To ensure a smooth and successful experience for all parties, please review the process outlined below:

Program Coordination

School districts are responsible for coordinating all program details directly with the vendor. This includes scheduling, location, program content, and any specific logistical needs.

Quote / Estimate Requirements

Prior to submission, the vendor must provide the district with a detailed quote or estimate. This document should include:

- Total cost of the experience
- Supporting documents (standards connections, learning outcomes, etc.)
- Vendor billing information

This quote will be used by the district to complete the official request form.

Request & Approval Process

Once the district submits a request form to Erie 1 BOCES and it is approved, a Purchase Order (PO) will be issued to the vendor for the total amount indicated on the original quote.

Please note: The Purchase Order serves as the official confirmation for the engagement. Vendors should not proceed without receiving this document.

Post-Event Invoicing

At the conclusion of the event, vendors are required to submit a **post-dated invoice**. The invoice should:

- Match the amount listed on the Purchase Order (communicate with the district if the total has changed)
- Reference the Purchase Order number

- Be billed to:
Erie 1 BOCES
355 Harlem Road
West Seneca, NY 14224
- For all Special Project Contracts, the invoice must include a signature

Invoices should be sent to: **Debbie Schweigert** at dschweigert@e1b.org.

Payment Process

Once the invoice is received and the participating district approves payment, it will be forwarded to the Erie 1 BOCES Accounting Office for processing. Please allow **2–4 weeks** for payment to be issued.

Questions & Support

If you have any questions regarding the Arts in Education or Exploratory Enrichment services, please contact: **Daniel Lynch** at dslynch@e1b.org.

We value your partnership and look forward to collaborating to provide meaningful and engaging experiences for students.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Lynch', with a stylized, flowing script.

Daniel Lynch

Senior Coordinator of Arts in Education & Exploratory Enrichment
Erie 1 BOCES

dslynch@e1b.org

716-821-7480