



## Arts in Education Request Form

This form **MUST BE RECEIVED** at least **THREE WEEKS PRIOR** to any event or payment due date. **ALL REQUESTS MUST BE RECEIVED NO LATER THAN THE THIRD WEEK OF MAY FOR PROCESSING.** Please read the entire form for detailed instructions. Schools must place an order/reservation with the vendor and submit this form with all information completed. **DISTRICTS MUST NOTIFY ENRICHMENT ASAP REGARDING THE CANCELLATION OF AN EVENT OR FIELD TRIP.**

**Please check appropriate program box and fill in District information:**

<input type="checkbox"/>	Tickets/Admissions	<input type="checkbox"/>	On-the-Go
<input type="checkbox"/>	Shared Assembly	<input type="checkbox"/>	Visiting Experts

School District: \_\_\_\_\_ Building: \_\_\_\_\_

School Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

School Contact's email (where copy of Purchase Order is to be sent): \_\_\_\_\_

**Charges/Vendor information Section:** Please be advised that costs are subject to change and most are estimated by the vendor. We will notify the District's Business Official of any significant price changes once final invoicing is received. Please let the vendor know to invoice GVBOCES upon completion of the event and NOT the District to assure a timely and accurate payment. Please be advised that GVBOCES is not able to fund food and beverage purchases.

**All vendor bills/invoices must be sent to:** GVBOCES: Accounts Payable  
80 Munson St  
LeRoy, NY 14482

**Please fill out all sections of the vendor contact information below:**

Vendor Site Contact: \_\_\_\_\_ Program: \_\_\_\_\_ Vendor Address: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Contact's Email: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Name and Address where payment is to be sent to vendor: Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**Please check/fill out accordingly:**

\_\_\_\_\_ Must Be Prepaid      Payment Due Date: \_\_\_\_\_

\_\_\_\_\_ Site will Bill GVBOCES      Deposit Due Date: \_\_\_\_\_

**\*An invoice from the vendor is REQUIRED along with this form to process a request that requires prepayment or a deposit before the event. The invoice MUST be made payable to GVBOCES.\***

**\*Continue onto next page\***

