This form is to be used by districts for requesting BOCES services from BOCES other than the local BOCES.

CROSS CONTRACT FOR BOCES SERVICES

PART I: To be completed by district requesting cross contract

School District requesting service: _____________________________ School Year
Of Service: __________
Address: ___________________________________________________ Zip: __________
Name of service requested: ______________________________________________________
Potential BOCES Provider: __________________________________ Estimated
Cost: __________________
__________________________________________________________________________ Date: ______________
School Superintendent Signature

Forward to local BOCES District Superintendent

PART II: To be completed by local BOCES District Superintendent

It is requested that cross-contract arrangements be made with_____________________________
BOCES to provide the service listed above.

__________________________________________________________________________ Date: ______________
Local BOCES District Superintendent Signature
Local BOCES name and address: _____________________________________________ Zip: ___________

Forward to District Superintendent of BOCES requested to provide service.

PART III: To be completed by BOCES District Superintendent providing cross-contracted service

Service Title _____________________________ CO-SER # _____________________________
Activity Code # ________________ Estimated Charge: ______________________
__________________________________________________________________________ Date: ______________
District Superintendent Signature of providing BOCES

After approval distribute completed and signed copies of this form to:
Providing BOCES Administrator, Requesting BOCES District Superintendent, and Requesting School Superintendent
Process for Requesting A Cross-Contracted BOCES Service

Step 1: School Superintendent of district requesting service contacts its local BOCES to request the service.

- School Superintendent of district requesting service originates cross-contract form
- District’s local BOCES District Superintendent receives cross-contract form

Step 2: District Superintendent of district’s BOCES signs the cross-contract form and forwards it to BOCES which may provide the service.

- District Superintendent of local BOCES signs cross-contract form and forwards it
- District Superintendent of BOCES providing the service receives the cross-contract form with two signatures

Step 3: District Superintendent of BOCES willing to provide the service signs the cross contract form and distributes it to the School Superintendent of the district requesting the service and the district’s local BOCES District Superintendent.

- District Superintendent of BOCES providing the service signs cross-contract form and distributes form with three signatures to:
- District Superintendent of school district’s local BOCES