

# CROSS CONTRACT REQUEST

School Year:

## PART I - To be completed by the district requesting the cross contract

School District Requesting Service:

Address (Street, City, State, Zip):

Service Requested:

From (name of BOCES providing service):

NOTE: Signature indicates availability of funds in the district budget to pay for said request §1950 4d.

Estimated Cost \$

Date:

Superintendent of Schools Signature

FORWARD ALL COPIES TO YOUR LOCAL BOCES DISTRICT SUPERINTENDENT  
ATTACH ALL NECESSARY ADDITIONAL INFORMATION -- i.e., numbers, names of participants, etc.)

## PART II - To be completed by the LOCAL BOCES District Superintendent

☐ NERIC SERVICES

It is hereby requested that cross-contract arrangements be made with the

BOCES to provide the service listed above.

Date:

Local BOCES District Superintendent's Signature

BOCES Name:

BOCES Address:

FORWARD ALL COPIES TO THE  
DISTRICT SUPERINTENDENT OF THE  
PROVIDING BOCES

## PART III - To be completed by the District Superintendent of the BOCES providing the service

Co-Ser #

Activity

Service Code (if applicable)

Title of Service

Basis for charge  
(please check one)

☐

%

☐

FTE

☐

RWADA

☐

COMBINED RATE

☐

PER PUPIL/UNIT: \$

Title of Service

Estimated Charge: \$

Other:

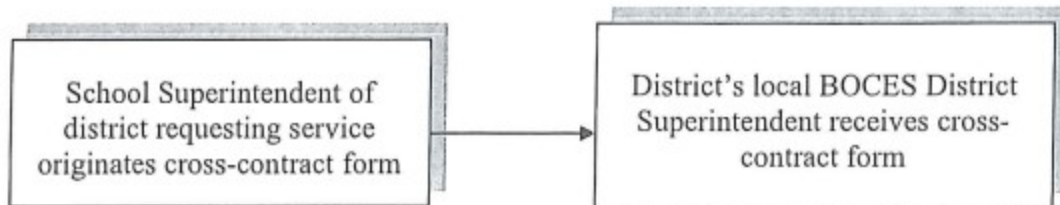
Date:

District Superintendent's Signature of Providing BOCES

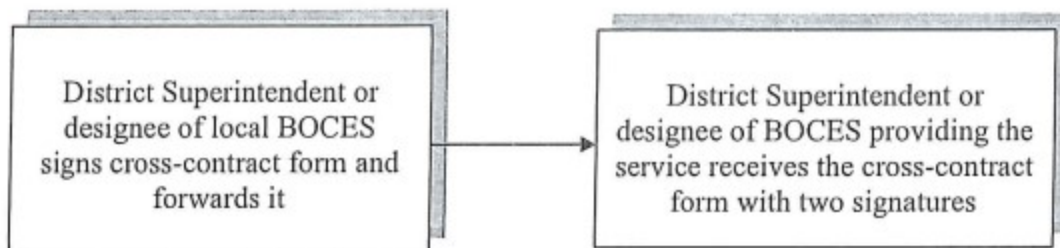
**PLEASE PROCESS AS FOLLOWS:** This form is designed to be utilized by Districts for requesting services from BOCES other than their local BOCES. When all appropriate information & signatures have been obtained, the providing BOCES shall distribute copies as follows:  
Providing BOCES Program Administrator / Requesting BOCES Business Administrator / Requesting Superintendent of Schools

## Process for Requesting A Cross-Contracted BOCES Service

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



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



**1.3 Step 3: District Superintendent or designee 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.**

