



ARTS in EDUCATION: STEP BY STEP

Check in With Your District

Please ensure to follow your district's internal processes for Arts In Education; such as: scheduling, permissions, bussing etc.

Choose a Vendor & Make Arrangements

- 1 You are welcome to choose vendors outside of those listed in the [directory](#).
- 2 Schools are responsible for making all reservations and arrangements.
- 3 Obtain a quote, invoice, contract, or registration form from the vendor with the following **Bill To** and upload it with your request.

OCM BOCES (on behalf of your school district name)

Attn: Accounts Payable
PO Box 4754
Syracuse, NY 13221

**Bill To exceptions include NYSSMA and their local affiliates' music festivals, Syracuse Stage, MTI Enterprises Inc. (MTI), The Rev, and conference registrations.*

- 4 This [invoice template](#) is intended for individuals like accompanists and pit musicians, for example, not businesses.
- 5 If a vendor requires a signature, OCM BOCES is responsible for signing the documentation. Please upload the **unsigned** document(s) as part of the request.

Submit a Request

Form Approval (District & OCM BOCES)

OCM BOCES Processes Paperwork

This process may take 6-8 weeks in some cases, so you must fill out the request form well ahead of the program start date.

Theatrical Rights

MTI - The contract is made out to the school, therefore OCM BOCES requires [this form](#) to be signed by district administration and uploaded with your request.
*Please double check your calculations on the contract.

CONCORD - Please be sure to add OCM BOCES as an organization. Our account number is 279135. Once our accounts are linked, you can specify OCM BOCES as the billing organization and your own building as the producing organization.

Important Information

Arts In Education (AIE) / Exploratory Enrichment (EE) cannot cover the cost of food, transportation, lodging, or tax. Please be sure that those items are not listed on the invoice/quote.

Purchase Order Sent to Vendor & Requestor

Event Takes Place, ENJOY!

OCM BOCES Pays Vendors within 30 Days of the End Date

Arts in Education (AIE)

It's just for the arts!

The Arts in Education service supports the New York State Learning Standards for the Arts and the newly developed Individual Arts Assessment Pathway.

Exploratory Enrichment (EE)

It's for all other subject areas!

The Exploratory Enrichment service supports the NYS Next Generation Learning Standards.

ocmboces.org/aie | aie@ocmboces.org | 315.433.2609

OCMBOCES



Committed to Your Success