



## ***BART Request Procedure – BOCES Arts in Education (BART)***

### BART Request Procedure

- 1) Determine that district has signed up for the *Arts in Education* service (CoSer).
- 2) Contact program or event (e.g. GEVA Theatre, MAG, Nazareth Arts Center, etc.) to investigate program and alignment to curriculum and standards.
- 3) Establish date, time and cost and make the event reservation.
- 4) Complete BOCES *Arts in Education* (BART) form – with required signatures.
- 5) Submit completed BOCES *Arts in Education* (BART) form to district purchasing agent and request a PO made out to Monroe #1 BOCES for event. ***We encourage you to submit all paperwork to Monroe #1 BOCES 3-4 weeks in advance of your scheduled event.***  
NOTE: PO needs to be created in the full amount (some vendors request a deposit with reservation).
- 6) District Business Office – purchasing agent needs to create a PO with the following:
  - contact person (teacher requesting event/program)
  - grade level
  - site location name – including “point of contact name, phone number, email”
  - date of visit
  - full price (please include the 15% Monroe #1 BOCES administrative fee)
- 7) Send completed BART form and PO to:

Attn: Kim Hoover  
Monroe #1 BOCES  
Technology Services  
11 Linden Park  
Rochester, New York 14625  
aie@boces.monroe.edu
- 8) Monroe #1 BOCES creates a PO and sends to vendor – with respective information from district.
- 9) Invoice sent to Monroe #1 BOCES.
- 10) Monroe #1 BOCES bills the district (with any administrative fee included).
- 11) After event concludes, please fill out the Monroe #1 BOCES evaluation online for feedback to determine instructional effectiveness and alignment to curriculum and standards.