## REQUEST FOR CROSS CONTRACT

(TO BE COMPLETED BY SCHOOL DISTRICT REQUESTING SERVICES)

### PART I

**DATE**

Must be completed by the non-component school district and/or other BOCES requesting a Cross Contract with Putnam/Northern Westchester BOCES.

**PLEASE PRINT OR TYPE**

<table>
<thead>
<tr>
<th>SCHOOL DISTRICT</th>
<th>SCHOOL YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>P/NW BOCES COSER #</td>
<td>ACTIVITY CODE</td>
</tr>
</tbody>
</table>

**SERVICE REQUESTED**

<table>
<thead>
<tr>
<th>NAME(S) OR NUMBER OF STUDENT/PARTICIPANT</th>
<th>FEE $</th>
</tr>
</thead>
</table>

**SIGNATURE**

Signature of District Requesting Service

**DATE**

### CONTACT PERSON

WHEN COMPLETED, SEND ORIGINAL TO YOUR LOCAL BOCES FOR APPROVAL AND A COPY TO PUTNAM/NORTHERN WESTCHESTER BOCES

### PART II

It is hereby requested that Cross Contract arrangements be made with Putnam/Northern Westchester BOCES to provide the services listed above.

**LOCAL BOCES APPROVAL:**

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

Signature of BOCES District Superintendent or designee

**FULL NAME AND ADDRESS OF LOCAL BOCES:**

WHEN APPROVED BY LOCAL BOCES, FORWARD THE ORIGINAL COPY TO:

Contact Person and Number

Putnam/Northern Westchester
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
200 BOCES Drive, Yorktown Heights, NY 10598

### PART III

To be completed by BOCES District Superintendent or designee providing cross-contracted service.

<table>
<thead>
<tr>
<th>Service Title</th>
<th>CO-SER #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Code #</td>
<td>Estimated Charge</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District Superintendent or designee Signature of providing BOCES</th>
<th>Date</th>
</tr>
</thead>
</table>

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

1.1 **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

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.*

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

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.*

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