

# INVOICE

**Due to updated auditor requirements:**

**1) *If any information on the invoice differs from the information on the BOCES contract you must note the original contracted information and all changes in order to process your payment.***

**2) *Invoices can only be up to the contracted amount. If our office receives an invoice for more than the contracted amount, it will be returned to you to correct which will delay payment. For balances over the contracted amount, please bill the school directly.***

NAME:

ADDRESS:

DATE OF INVOICE:

Bill to: Eastern Suffolk BOCES  
Arts-In-Education  
Brookhaven Technical Center  
350 Martha Avenue  
Bellport, NY 11713

Contract Number:

Purchase Order Number:

School District:

Building Name:

Performance Title:

Total Amount Due:

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Authorized School District Signature

Date