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Nassau BOCES Letter of Intent

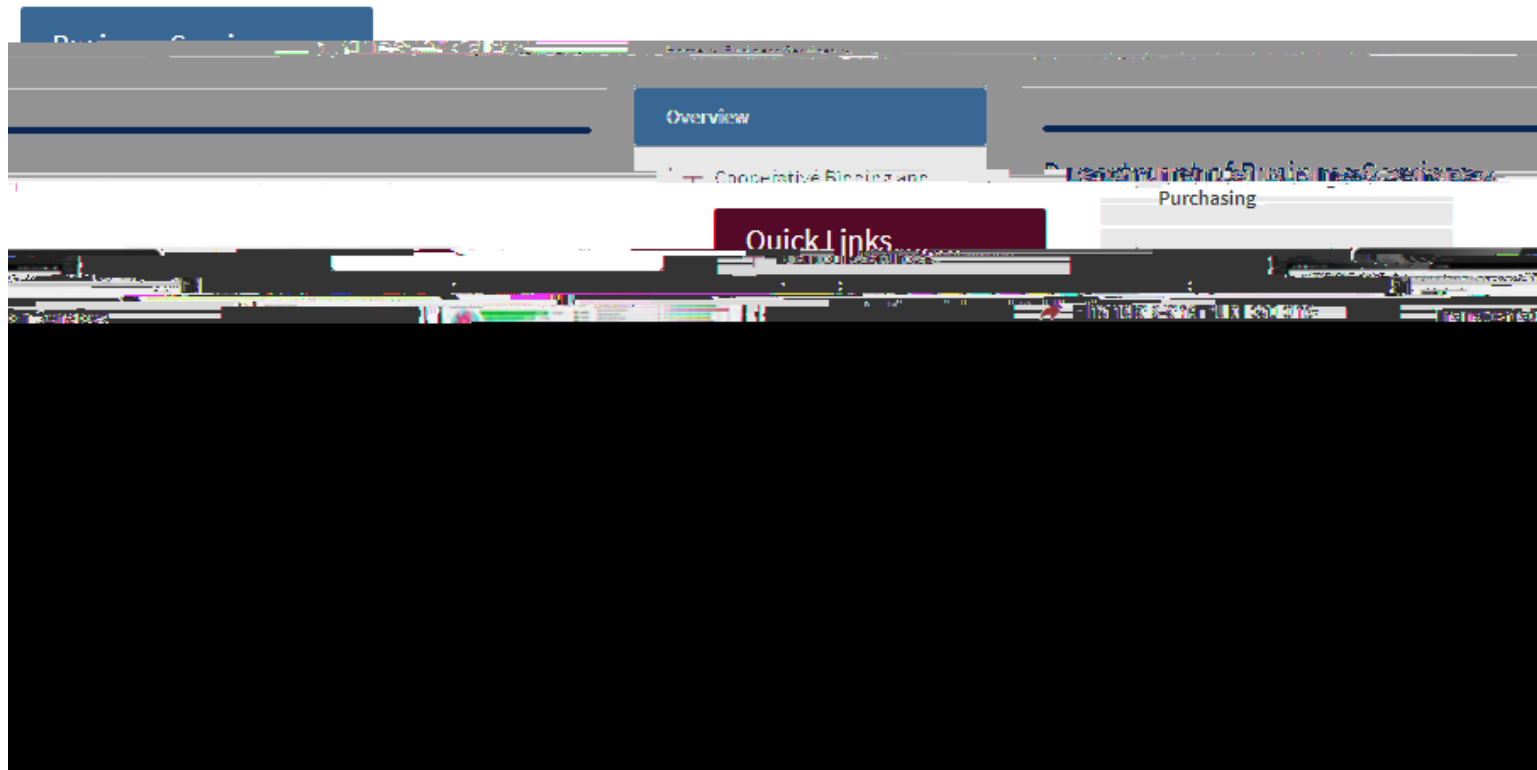
Web-based Submission Procedures

April 2024

User Reference

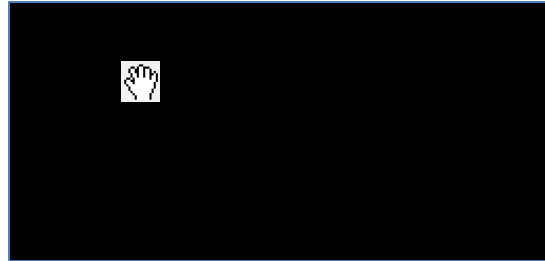
Beginning on or about April 8, 2024, the Nassau BOCES web-based Letter of Intent for 2024/25

Go to the Nassau BOCES webpage at www.nassauboces.org . At the bottom of the home page screen click on “Business Services”. On the right side under the Quick Links heading choose “Letter of Intent Log On”. This will bring you to the web-based Letter of Intent.



Click on the Open Letter of

You may now access the detail within the Letter of Intent. As you scroll over the blue font links, you can read notes that will assist you in understanding each of the schedules.



If you click on the magnifying glass on any schedule, you will view a print version of the schedule you have accessed. At the bottom of this page, you can click on the print version button for a copy, or you may exit to return to your home page.

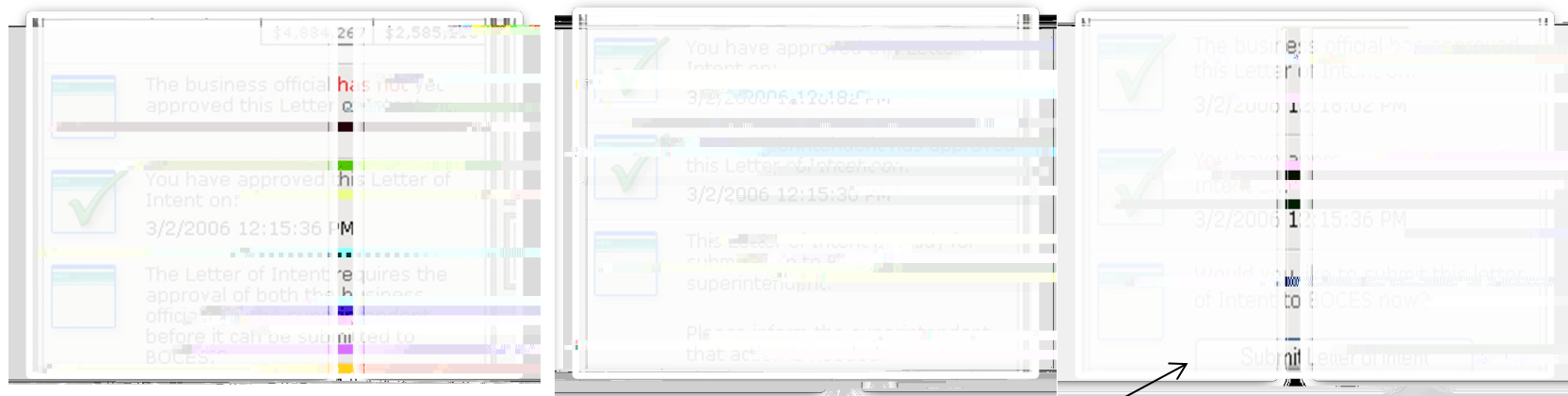
Item	2016-2017	2017-2018
West Destination	574,490	\$0.00
Printing	583,490	\$0.00
Putnam Planning Services - Management	826,190	\$0.00
Questar, III - State Aid/Planning	528,490	1300
Orange/Ulster Purchasing	529,390	\$0.00
Clinton/Essex GASB 35	643,490	\$0.00
Putnam Staff Development Site	673,490	\$0.00
Grand Totals:		

Each BOCES program has been entered into this web-based Letter of Intent. Those with unique fee structures have been programmed into the software so that if a subscription fee is required for a particular service, you must enter it before you will get to an editable field. An example of this can be seen on “CIT-4A” for Arts in Education where you must subscribe to the service before the additional services such as “Artists in Schools” field will become editable.

The screenshot displays a complex web-based form for a Letter of Intent. At the top, there are tabs for 'BOCES' and 'District', and a 'Projected' section. The form contains several input fields and dropdown menus. A prominent dropdown menu is set to 'No' and is labeled 'Subscription'. Below this, there are fields for 'Requested' and 'Projected' amounts, with values like '\$25,000.00' and '\$25,000.00' visible. A callout box with a black border and white background is positioned to the right of the form. It contains the text: 'Only if you choose "yes" to subscribe will you be able to add dollar amounts to the services listed below.' A black arrow points from the top right corner of this callout box to the 'Subscription' dropdown menu.

Career and Technical Education as you may know uses a three-

When you have completed signing up for services, there needs to be an approval by the Business Official and the Superintendent. Each one must approve the document before submission. **If either one of these individuals has approved the Letter of Intent, and changes are made after that approval, the checkmark noting approval will automatically be removed and the Letter of Intent must be reapproved.** After both the Business Official and the Superintendent have approved the Letter of Intent, the document is ready for electronic submission to Nassau BOCES.



Make sure you remember the final step – to submit Letter of Intent. It will not be complete until this step is done.

After all, three steps of the approval process have been completed the Letter of Intent is finalized. It is no longer editable on the web by either the district or by BOCES and the pencil icon in the edit column is removed. All amendments must be made by email and must be approved by either the superintendent or the business official.