Purchasing Forms

HCOS forms used by families to purchase curriculum and/or lessons using their Encom funding.

> This is for Encom funding **ONLY**, please contact the Special Education department if you are needing to make a purchase using Special Education funding or set up a lesson provider.

1. Curriculum Order Form - use this form to purchase items from a vendor who is not an HCOS approved vendor.

Go to the Vendors page on the HCOS website to see if the vendor is on the approved vendor list. If the vendor is listed and does accept POs, follow the instructions given to make the purchase.

If the vendor is not on the list, you will need to use the Curriculum Order Form.

Links for this processes:

Information on how to make the order: Where to find the Curriculum and Recreational Program Order Forms and how to fill them out?

Link to the form: Curriculum Order Form

2. Recreational Program Form

If the lesson or activity provider will not send HCOS an invoice and requires payment via credit card or if the lesson is through a City, District or Municipality recreation center you will need to use the Recreational Program Order Form

Links for this processes:

Information on how to make the order: Where to find the Curriculum and Recreational Program Order Forms and how to fill them out?

Information on Lessons: Where to start when making a lesson or activity purchase?

Link to the form: Recreational Program Order Form

> Please read the above links as with lesson and activity purchases, there are a few more steps that need to occur prior to arranging lessons.

3. HCOS Lesson Invoice Submission Form

If the lesson or activity provider will accept HCOS POs and will invoice HCOS, they will need to use this form to submit their invoices. They should already have access to this form as before offering lessons to HCOS students they will need to go through the Criminal Record Check process as well as sign the Lesson Provider Agreement.

Information on Lessons: Where to start when making a lesson or activity purchase?

Link to the form: HCOS - Lesson Invoice Submission Form

> Please read the above links as with lesson and activity purchases, there are a few more steps that need to occur prior to arranging lessons.

4. Computer/iPad Lease Form

If you are interested in purchasing a computer or iPad and using your curriculum funding over the course of three years, please fill out this form: Computer/iPad Lease Form

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