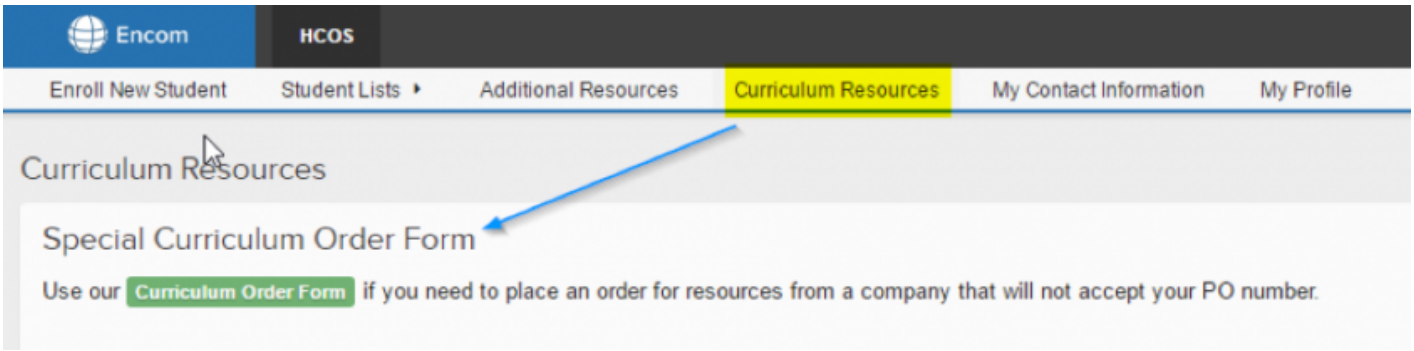
Where to find the Curriculum and Recreational Program Order Forms and how to fill them out?

The first step is to go to the Vendors page on the HCOS website to see if the vendor is on the Vendors Accepting HCOS PO Numbers list. Vendors on this list **do not** require a curriculum order form as you can contact them directly to make your curriculum purchase.

If the vendor is not on that list, the next step is to sign into Encom where an option on the tool bar called Curriculum Resources is available. Click this link to fill out an order form for Curriculum purchases whose vendor will **not** accept an HCOS PO number.



Click on the Curriculum Order Form to start a curriculum order on the order form. Each form submission allows a family to order up to 10 items from a single vendor. The template will not allow more, but there is a note section on the order form to indicate if the order will be continued on another form.

> If purchases will be made from a variety of vendors, **each vendor will require a different order form.**

When the “I’m Done!” box is clicked, a prompt will appear asking for the Support Teacher’s email address. (*For those who may not have a teacher as yet, please use the email address of the Regional Administrator who accepted your application to HCOS.*)

> If your child is enrolled in the Crew program, please include their Crew Course teacher's email, as they are responsible for verifying this request.

Please do not try to enter a password .. that is for teacher use only. A link to the order form will then go to the Support Teacher indicated who will verify the order before purchases can

be made. Verification includes making sure that that item/lesson is in the Student Learning Plan (SLP), that there is sufficient funding for the purchase and that there is an equipment agreement or CRC, if necessary.

Heritage Christian Online School

"Quality Educational Choices with Christian Values"

2018-19 Special Order Form - Curriculum

Directions:

Parents, please note that in order to process your order you will need to complete the first page before clicking on **"I'm Done! I want to submit this to my teacher!"**. This will bring up a box which will enable you to enter your teachers email address. Your order details will be sent to your teacher for verification and approval.

Date Requested:

MM / DD / YYYY

Parent Name:

First Last

Parent Phone:

- ### -

Parent Email:

Mailing Address:

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Student Name:

First Last

PO Number:

Student Age:

Grade:

How many items will you be ordering?

Current Family Budget Balance:

Vendor Name:

Vendor Web Site:

http://

Item Information:

Item Name:

Item Number:

Link To Item:

http://

Website Price:

Once the Support Teacher has verified the order form, an email similar to the one below will be generated and sent to the family, which indicates the order has been approved and gone through to the purchasing department:

Verified HCOS Curriculum Order Submitted

no-reply@documents.onlineschool.ca

Sent: Tue 7/3/2018 6:49 AM

To: Donna Perret

Thank you for your order!

Your teacher has now approved your order and submitted it to purchasing.

We will process it within 3-5 business days or contact you should there be any problem with placing the order.

HCOS Purchasing Department

---------- Order Submitted ----------

Confirmation Number:5

Name: Helga Hausfrau **Phone Number:** (123) 456-7890

Mailing Address:

1234 Front Street

Busytown, BC 1A2 B3C

Student Name: Hermione Hausfrau **PO Number:** 1819-12-345678

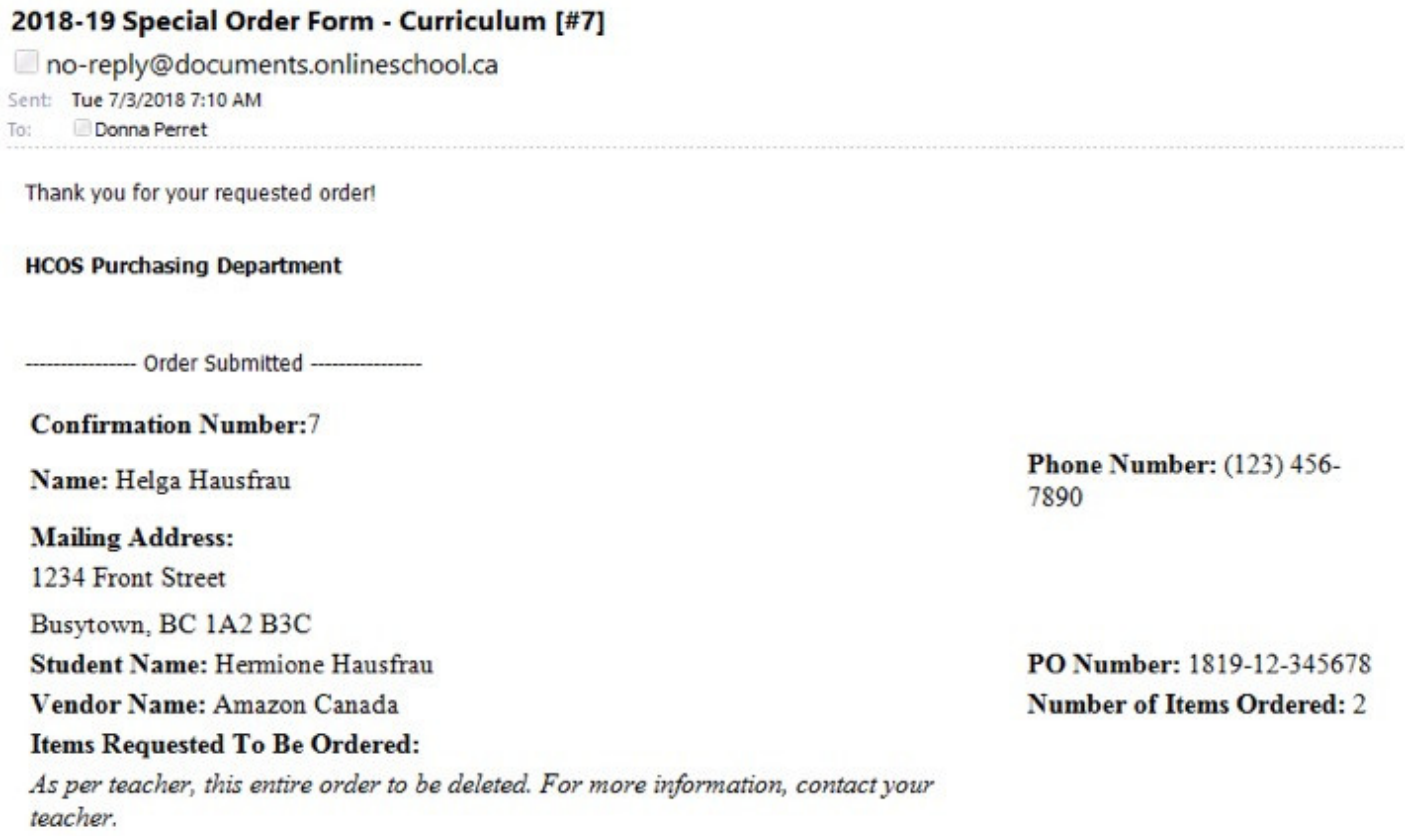
Vendor Name: Amazon Canada **Number of Items Ordered:** 2

Items Requested To Be Ordered:

The Wonder of the Greatest Gift: An Interactive Family Celebration of Advent

Unwrapping the Greatest Gift: A Family Celebration of Christmas

OR .. an email like the one following which indicates that the Support Teacher cannot approve the items requested. If the following email is received, the family should get in touch with the Support Teacher to discover the reason.



2018-19 Special Order Form - Curriculum [#7]

no-reply@documents.onlineschool.ca

Sent: Tue 7/3/2018 7:10 AM

To: Donna Perret

Thank you for your requested order!

HCOS Purchasing Department

---------- Order Submitted ----------

Confirmation Number: 7

Name: Helga Hausfrau

Phone Number: (123) 456-7890

Mailing Address:
1234 Front Street
Busytown, BC 1A2 B3C

Student Name: Hermione Hausfrau

PO Number: 1819-12-345678

Vendor Name: Amazon Canada

Number of Items Ordered: 2

Items Requested To Be Ordered:

As per teacher, this entire order to be deleted. For more information, contact your teacher.

Upon receipt of the verified order form, the purchasing department will either make the purchase within 3 – 5 days of receiving it or will be in touch with the family to work out any complications with the order.

> As per HCOS policy, lessons will not be available for purchase until October. Close to the time that funding is released for lesson purchases, a link to the lessons order form will be made available alongside the Curriculum order form in Encom.

For further information about purchasing, please contact the purchasing office.

Purchasing Office
Phone: (250) 862-2376
Toll Free 1 (877) 862-2375

Email Albana Nicka, Lead Purchaser: albana.nicka@onlineschool.ca

Video Instructions

Video- a short video showing how to use the curriculum special order form.

Lesson Purchasing Procedures

As per HCOS policy, lessons and activities will not be available for purchase until October. Close to the time that funding is released for lesson and activity purchases, a link to the Recreational

Program order form will be made available alongside the Curriculum order form in Encom.

New * Lessons through a City, District or Municipality recreation center **MUST** be purchased using the online recreational program order form.

Most of the other lesson/service providers WILL “invoice” (3rd party bill) HCOS for payment by cheque.

Some guidelines that may be helpful:

1. Many sports clubs (hockey, soccer, gymnastics, dance, etc.) are also willing to 3rd party bill as long as they are informed that there is a 3rd party (HCOS) potentially paying even a portion of the fees.
2. Finally…regardless of whether paid by cheque or credit card the government requires that HCOS have criminal record check (CRC) confirmation/clearance before paying for any 3rd party lessons. Therefore, it is recommended that parents call the HCOS Head Office to make a quick check in our extensive database to make sure the lesson provider is “approved” or whether that process still needs to be completed.

> All lesson providers must supply copies of their Criminal Record Check (CRC) policy before payment can be made. CRC policies need to be in compliance with Ministry guidelines.

> The recreational program order form will only be for those vendors who will not third party invoice HCOS and require credit card payment (exception: City and Municipality Recreational Centers which **must** use the recreational program order form).

For further information, contact the purchasing office:

Email Albana Nicka, Lead Purchaser: albana.nicka@onlineschool.ca

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Revision #35
Created 3 October 2018 19:06:53 by Caitlin Village
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