

ALDRICH SERVICES



INSTRUCTIONS FOR INVOICING – OCEAN GROVE CHARTER SCHOOL FAMILIES

To ensure that your student's classes are covered by OGCS funds, please ensure that the following criteria are met:

1. Request a purchase order from your Enrichment Specialist the month *prior* to the month of the actual class dates:

For example,

if you would like to schedule two piano classes to occur in August, you will need to request the enrichment certificate in July.

2. Provide your Enrichment Specialist with the **correct** information for **each** of the following items:

For example,

- **Rate** – \$65 per hour (or \$60 with sibling discount)
- **Duration for One Class** – one hour
- **Number of Classes** – 2
- **Total Amount Requested** – \$130 (or \$120 with sibling discount)
- **Dates for Classes** – August 21-31
- **Vendor Name** – Aldrich Services

3. Purchase order should cover only **one month** at a time.