

Purchasing Options for MaFLA Memberships and Events

Districts and individuals may pay for memberships and events using any of following:

- A) Credit Card-individual or district
- B) Personal Check-Mail to MaFLA within one week of registration or renewal.
MaFLA-Registration
P.O. Box 548
Dracut MA 01826
- C) Purchase Order (see below)

Purchase Order Instructions

- A) All Districts using a Purchase Order (PO) for any MaFLA event or purchase must complete an Authorization Form, found on the MaFLA website. Send the completed form to the Membership Coordinator, at membership@mafla.org. The Membership Coordinator and the Treasurer will approve the request. MaFLA reserves the right to ask for additional information.
- B) The Authorization Form must be filled in completely. Please fill in one for each event.
- C) **Once this form is processed and approval is received, it is the responsibility of the school district to register the individual. MaFLA no longer registers members for PD, renews or adds people to membership, or in any manner fills in the forms in our online platform. If you have questions, please contact the membership coordinator at membership@mafla.org.**
- D) In order to register online, the district must provide a specific purchase order number. If a valid PO number is not provided, the registration or membership will be cancelled. The same PO number must be used for all registrants. If you have questions, please contact the membership coordinator at membership@mafla.org.
- E) Timelines are very important. Each event has a time period in which we accept POs. MaFLA will not accept POs after the cut-off dates!
- F) Purchase orders are not accepted for Early Bird rates for MaFLA events.
- G) A new PO may not be requested for an event or membership if there is an outstanding balance on a previous PO.

Any and all questions about this system should be addressed to the Membership Coordinator, Debra Heaton, at membership@mafla.org.