

**Authorization Form for using a Purchase Order
Massachusetts Foreign Language Association (MaFLA)**

Please completely fill out this form and forward it to the Membership Coordinator at membership@mafla.org in order to receive **authorization** to use a purchase order for any MaFLA purchase (membership, professional development, etc.). The Membership Coordinator will respond to requests for Purchase Order usage within **72 hours** of the receipt of this form.

Once this form is processed, 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 online forms in our online platform. We are not able to expedite that timeline. All events have specific deadlines for PO usage-please consult these on our website before submitting this form.

Purchase orders may not be used for Early Bird rates for MaFLA events. Please plan accordingly.

1. Event or membership being requested:

1. Name of school district: _____

2. Name of business office contact: _____

3. Address of business office:

Street: _____

City, State, Zip code: _____

Phone number: _____

Email address: _____

4. List of names the district will be registering:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

(Please add more as necessary. All names must be included.)

