

## INSTRUCTIONS FOR PO SUBMITTALS

Each PO must be submitted through the PO Submittal Portal at MAFLA.org

A PO submitted must be an Official Purchase Order from the School District. Documents typed up requesting registrations are not acceptable. The official PO NUMBER issued by the district must be on the Purchase Order.

All Individuals included on the PO must be members of MAFLA to be registered.

Membership can be included on a Purchase Order but each individual who needs a membership or who needs to renew a membership must go online and submit a membership application or renewal. When they are asked to pay, they **DO NOT PAY**. The system will create an invoice which we will pay out against the PO.

NOTE: if the membership or renewal is being paid by a PO – DO NOT PAY BY CREDIT CARD

Membership Portal - [MAFLA - Membership \(wildapricot.org\)](http://MAFLA - Membership (wildapricot.org))

### CONFERENCE POS

IMPORTANT A Purchase Order for the Conference must include the name of each individual who is being covered on the PO. It also must include details of what optional events/services are included.

Examples:

Mary Moreno – Membership (\$45.00), Conference Registration (Friday/Saturday) \$170), Friday Morning Workshop #9 (\$50), Friday Lunch Buffet (\$30) - Total\$295

Sam Baker – Pre-Conference Registration (\$50) plus 6-hour workshop #2(\$125)- Total \$175.00

Ana Smith – Pre-Conference Registration (\$50) plus 4-hour workshop #5 (\$65), Conference Registration Fri/Sat (\$170), plus 3-hour workshop #13 (\$50) – Total \$335)

### MEALS

If meals are included on the PO, then any dietary restrictions must be included. If there are no dietary restrictions, that also must be stated as NO DIETARY RESTRICTIONS.MEAL

**NOTE: DO NOT INCLUDE HOTEL ON POS SUBMITTED TO MAFLA. HOTEL RESERVATIONS MUST BE MADE DIRECTLY WITH THE HOTEL. LINK [HERE](#).**

**POs THAT DO NOT INCLUDE THE REQUIRED INFORMATION WILL NOT BE ACCEPTED**

**IF YOU HAVE READ AND UNDERSTAND THE INSTRUCTIONS ABOVE,**

**YOU CAN SUBMIT YOUR PURCHASE ORDER [HERE](#)**

