

## Purchase Order (PO) Frequently Asked Questions

### How do I register for conference if I pay by PO?

1. Download and complete the registration form from the events section of our website.
2. Return the form, and all required district forms, to your business office.
3. Your School Board MUST approve your request.
4. After approval, your business office will mail your registration form and your PO.
5. NJASL's registrar will register you for the conference based on information on your form.
6. NJASL's registrar will invoice your district, and your district will send us the check.

### How can I register personally for a paid event if my district will not cover it?

1. Your district has sent a PO and registration form for your conference registration
2. Download and complete another paper registration form.
3. Select the events you want to attend and enclose a check paid to NJASL.
4. You cannot pay separately for events online or by credit card.
5. Send the payment to P.O. Box 247 Metuchen 08840, and our registrar will add the events.

### I initiated the PO process, but I am not registered on the NJASL website. Why?

The process takes time. Did you get board approval? Did you check with your business office? Please make sure that your business office has the correct address which is NJASL Conference Registration % C.H. Lopez Consulting, PO Box 247, Metuchen, NJ 08840. FAX number 732-243-9339

### I attended the conference, but when I log into NJASL's website I see that I still owe money. Why?

A purchase order is not payment, but rather a promise to pay. It can be used to make your registration, but we must receive a district check to mark your account paid. Contact your business office complete all required district paperwork and check on the PO status.

### I am not sure if my district will pay, can I register online and wait and see?

NO. Once you register online and pay, then NJASL cannot issue a refund. Please speak directly with your district and see if they will issue you a reimbursement.

### I had an emergency and now I am unable to attend the conference. Can I get a refund?

Yes. Cancellations can be made up to November 1, 2017. An administrative fee of \$25 will be deducted from your refund check. No refunds will be made after this date.

### Is there a cut-off date for POs?

Yes. Purchase orders can be submitted by members until the date of the conference. Purchase orders for special events are due November 1, 2017. POs cannot be accepted after the date of conference.

### I missed the cut-off date for purchase orders, can I still attend the conference?

You can attend the conference but you must pay personally. You have the option to seek reimbursement from your district. Please note that the cost of on-site is higher than the in advance price.

**Keep in mind, the sooner you begin the purchase order process, the better.**