



Guidance for Submitting Purchase Orders

****All Purchase Orders must be received or postmarked by December 1, 2019****

Purchase Order Guidelines:

1. Download and complete separate registration form for each registrant included in purchase order.
2. List name of each registrant on purchase order.
3. Submit registration forms and purchase order to LFLTA Treasurer.
4. Please include name and email address of person who should receive the payment invoice.

Ways to submit Purchase Order to LFLTA:

1. Mail purchase order and registration forms to:
LFLTA Treasurer
PO Box 9262
Monroe, LA 71211
****Mailed POs must be postmarked by December 1, 2019**
2. Scan PO followed by all registration forms into 1 PDF document. Email to LFLTA Treasurer at lftaboard.treasurer@gmail.com
****Emailed POs must be received by December 1, 2019**

Payment to LFLTA:

1. All payments for POs must be received no later than 10 days prior to start of LFLTA Conference
2. \$130 registration fee for each registrant listed on PO
3. Mail 1 check for total amount on PO made payable to LFLTA
4. Mail checks to:
LFLTA Treasurer
PO Box 9262
Monroe, LA 71211