



Guidance for Submitting Purchase Orders

****All Purchase Orders must be received or postmarked by December 1, 2023****

Purchase Order Guidelines:

TO REGISTER PARTICIPANTS ONLINE (No purchase order needed):

1. Click on the Conference Registration link.
2. You will need to register each participant individually.
3. If paying with a school check, choose that as your payment method for each participant. Please note that checks need to be postmarked by 12/31/2023. All registration fees can be totalled and paid with a single check.

TO REGISTER PARTICIPANTS BY MAIL (with purchase order):

1. Download and complete a 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 the name and email address of the person who should receive the payment invoice.

Ways to submit Purchase Order to LFLTA:

MAIL: Mail purchase order and registration forms to:

LFLTA Treasurer

PO Box 354

Ruston, LA 71273-0354

****Mailed POs must be postmarked by December 1, 2023**

EMAIL: Scan PO and all registration forms into one PDF document. Email PDF to LFLTA Treasurer at lfltaboard.treasurer@gmail.com

****Emailed POs must be received by December 1, 2023**

Payment to LFLTA

Once PO and registrations are received, an invoice will be sent for the total amount to be paid.

1. All payments for POs must be received no later than 10 days prior to start of LFLTA Conference
2. Mail one check for the total amount on invoice made **payable to LFLTA**.
3. Mail checks to:

LFLTA Treasurer

PO Box 354

Ruston, LA 71273