

Purchase Order Registrations for MABE EVENTS

Individual or Guest Registrants

When paying by purchase order, the step after registration is for the applicant registering for the event to request a PURCHASE ORDER NUMBER from the district/school. We suggest the applicant send a copy of the Wild Apricot (website) registration invoice to the person in the school/ district that is responsible for generating and processing purchase orders. Once the district/school generates a Purchase Order Number, please email the purchase order number or copy of the purchase order form to douglashardy@mabene.org. Alternatively, the purchase order form can be mailed to Massachusetts Association for Bilingual Education/MABE, P.O. Box 281, Ashland, MA 01721). When MABE receives the PURCHASE ORDER NUMBER, MABE generates its own new and different invoice (not the invoice on the website registration site) to process the purchase order. This new and different invoice includes a list of the names of the registrants as shown on the purchase order. It is imperative that the name, email and phone number of the person in the district/school business office be included in any communication about the purchase order number.

Once the PURCHASE ORDER NUMBER is received, MABE will manually document the purchase order # in your Wild Apricot registration. When PAYMENT is received for the purchase order, you will receive an email from Wild Apricot indicating you are paid in full.

Administrator

Your assistance is needed to generate a PURCHASE ORDER NUMBER for individual registrations or group registrations from a school or district. Please email the purchase order number or copy of the purchase order form to douglashardy@mabene.org. Your name, job title, email and phone number should be included in the communication. After confirming receipt of the purchase order form, MABE will generate an invoice with the names or number of registrations on the purchase order. Your name and email will be in the invoice under "Attention". The MABE invoice will include the names of the individual registrants and the Wild Apricot event invoice number for each individual. If requested, a copy of the event registration invoice can be emailed to the administrator for each individual registration or group registration.

PLEASE NOTE: The purchase order payment method is a LENGTHY and COMPLICATED process. Please begin as soon as possible to begin the process. All purchase order numbers MUST be generated prior to the event.