PURCHASE ORDER and Groups of 6+ INFORMATION

 **“Unlocking the Mystery of Developmental Disorders” Conference**

Presented by Special Education Consultants and Conference Organizers

Process for using a purchase order for attendees:

1. Email the Purchase Order for individuals or groups to Denise Gillespie: seccodg@gmail.com

*Included the following information on it*:

* *Name of school system (or organization)*
* Name and address of school
* Name, email, and phone number of the contact person
* Names and email addresses of registrant(s)
1. Once Denise receives the Purchase Order, she will email the contact person the invoice for payment.

Payment by check:

All checks must be written out to SECCO (or Special Education Consultants and Conference Organizers) and mailed to the address below.

Payment by credit card\*

(\*Credit card payments will incur a small processing fee)

**Option 1) Call in your card information**-- please call Denise at 205-612-4458 to provide the credit card information.

**Option 2) Mail in credit card information:** Complete the following information and email or postage mail it to the address below.

Cardholder’s name (***Please PRINT***) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exp. Date: \_\_\_\_\_\_\_\_\_\_\_\_ CVV# (back of card):\_\_\_\_\_\_\_\_\_\_\_\_ Billing zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Amount: $\_\_\_\_\_\_\_\_\_\_\_\_

Payment through**Alabama Buys/ STAARS** – State vendor program:

Our Vendor Title= Special Education Consultants and Conference Organizers

Supplier # = V1000178961 EIN # 844426181 Address Remittance # 47420

**\*\*PLEASE note the remittance address on AL Buys\*\*** The other address listed on the state vendor list (Willow Way) is ***NOT our organization’s financial address***. If you mail it to Willow Way, it will take at least 2 weeks to process!

**REMITTANCE ADDRESS FOR PAYMENTS:**

**Denise Gillespie/SECCO**

**120 High Crest Road**

**Pelham, Alabama 35124**

PLEASE don’t hesitate to call or email me if you have any questions or concerns!!

Denise Gillespie (SECCO member)

seccodg@gmail.com

(205) 612-4458