



New York State Teachers of English to Speakers of Other Languages, Inc.

Teachers College, Columbia University
525 W. 120th Street, Z-316, Box 185, New York, NY 10027-6696
(212) 678-3074
www.nystesol.org

August 24, 2018

Re: New Invoice Policy

Dear School District,

Upon your written request, the attached invoice reflects the details in your purchase order.

We accept your purchase order as a formal commitment to attend our conference. We assume that when we receive your purchase order, it has been approved internally and properly within the school district and reflects a formal commitment to pay.

Please note below the following changes to our invoice policy:

- Invoice payment of outstanding balances must be received in full within thirty days after the conference.
- We will no longer allow attendees into the conference without an approved purchase order.
- Invoice cancellation requests will be honored only seven days prior to the first conference day. If those listed on the purchase order cannot attend, it's the responsibility of the school district or attendee to let us know seven days prior to the first conference day to cancel the registration and revise or cancel the invoice.
- We are not responsible for demonstrating proof of attendance for individual attendees in order to get paid. The attendee is fully responsible to demonstrate proof of attendance to the school district based on school district's policy of supporting documentation. We provide supporting documentation at the conference site such as a certificate of attendance and program book. However, it is the attendee's responsibility to collect the documentation at the conference site.

If your school district cannot honor the above policy, please contact us and we will cancel the invoice immediately.

If you have any questions and concerns, please feel free to reach me at treasurer@nystesol.org.

Sincerely,

James M. Stotz, CPA, MBA

Treasurer

NYS TESOL is a professional association that advocates, advances, and enriches TESOL education and professionalism statewide.