San Juan Music Educators Association

2014-15 School Year
New Payment Procedures

Attn: The Desk of the ASB, District or Booster Bookkeeper

SJMEA now has a centralized mailing address, which will help make event payment easier by all parties. All payment will be sent to the following address:

San Juan Music Educators Association (SJMEA)

PO Box 32236

Bellingham, WA 98226

All past payment addresses are now invalid

Below is a list of guidelines with this new set of procedures:

1. We accept checks for payment – there is no need to mail purchase orders.
2. Please make all checks payable to **SJMEA**
3. Since we will be managing payment for several events through this address, Please include an invoice with all payment.
4. Make a note on the check stub – the event, the school (if there are multiple schools in the district), the teacher (for solo/ensemble), the level (elem, JR or SR high) This will help clarify what the check is paying for and avoid clarification phone calls.

If you have any questions, Please feel free to email: sjmeatreasurer@outlook.com

Visit our website for additional information: http://www.sjmea.org

Thank You

Mitch DeGrace – SJMEA Treasurer