San Juan Music Educators Association

2014-15 School Year
New Payment Procedures

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

San Juan Music Educators Association (SJMEA)

PO Box 32236

Bellingham, WA 98226

Teacher's Responsibilities and information:

1. Put a payment requisition or purchase order into motion
   (you may request per event or an open purchase order to SJMEA)
2. Make sure you specifically request a check be delivered – there is no need to mail a PO. Invoices need to be mailed along with the check.
3. Fill out the online registration webform for most events – or for solo/ensemble, use the WMEA site to register your students.
4. Print, fill out and submit invoice to those who are paying the bill.
5. SJMEA will NOT bill your school – this is your job.
6. For honor festival or solo/ensemble you will pay for the amount registered or accepted – not for those who show up. **DO NOT** alter invoices after you receive them.
7. **Under no circumstances should families pay individually or be given the PO Box. They pay the school – the school pays SJMEA. If family payment is received, payment will be returned to them.**
8. Do not pay with cash.

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