

Paying with a Purchase Order from your school district? Please review the information below to help ensure timely payment of your registration.

1. When registering for the conference please list the Purchase Order Number in the appropriate box on the registration form. Please also add the contact information for an individual in your business office in case ISCA needs to reach out.

Event Registration Purchase

Order# *If you are using a purchase order, please submit your invoice that you receive via email to your business office for payment, they will then send in a check to our office.

2. Once you complete the form, click “next” and you will see a screen similar to this:

Review and confirm

Event Attendee 2017 ISCA Conference Registration Form
05 Nov 2017 (CDT) - 07 Nov 2017 (CST)
Location: Prairie Meadows, 1 Prairie Meadows Drive, Altoona, Iowa

Registration type ISCA Professional Member Full Conference Early (by 9/29/2017) - \$125.00

Total amount **\$125.00 (USD)**

Payment instructions For manual payments, make checks payable to ISCA and mail to:
ISCA
6919 Vista Drive
West Des Moines, IA 50266

[Cancel](#) [Back](#) [Invoice me](#) [Pay online](#)

3. From this screen select “invoice me”

[Back](#) [Invoice me](#) [Pay online](#)

4. From that screen select “view/pay invoice”

[View / Pay Invoice](#)

5. Print a copy of the invoice and forward this to your business office, accounts payable office, or the person in your district who pays bills.
6. You will also receive an invoice as part of your confirmation email. You can also forward this copy to your business office, accounts payable office, or the person in your district who pays bills.
7. **The most important piece is that the invoice gets forwarded to the person in your district who writes checks and submits payments. Without an invoice that shows them there is a balance due, they will not know to cut a check to ISCA.** The Purchase Order is only the tool that approves the expenditure, not the actual payment to ISCA.
8. Registrations paid via PO must be received prior to conference. If payment for a PO is not received, a late fee will be issued based on the following schedule:
1-30 days past due: \$15 late fee
30 - 60 days past due: \$30 late fee
60-90 days past due: \$60 late fee
9. Please make sure that your district has the correct remittance information on record for ISCA. The mailing address, phone number, and fax number changed last year. The correct contact information is:

Iowa School Counselor Association
6919 Vista Drive
West Des Moines, IA 50266
Phone – 515-282-8192 Fax – 515-282-9117