



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

Teachers College, Columbia University  
525 W. 120<sup>th</sup> Street, Z-316, Box 185, New York, NY 10027-6696  
(212) 678-3074  
[www.nystesol.org](http://www.nystesol.org)

September 6, 2017

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 must be received within thirty days of conference day.
- We will no longer allow attendees into the conference that have not paid.
- Invoice cancellation requests will be honored only prior to or on 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 before or on conference day to cancel the invoice.
- We are not responsible to demonstrate proof of attendance in order to get paid. The attendee must 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.

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

We needed to formalize our policy to reflect standard practices as we continue to have school districts delinquent in paying the invoices and many invoices remain unpaid from the prior years, which a small nonprofit our size cannot afford. We apologize for this inconvenience and greatly appreciate your business.

If you have any questions and concerns, please feel free to reach me at [treasurer@nystesol.org](mailto: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.***