

ADE Finance Payment Terms and Conditions

Payments should be payable to:

Arizona Department of Education, 1535 W Jefferson St., Phoenix, AZ 85007

AccountsReceive@azed.gov

EIN: 86-6004791

Purchase Order (PO) - A valid PO is required. The following criteria should be noted on the PO. Requisitions are not allowed.

1. Event Name
2. Event Dates (if blanket PO, specify fiscal year)
3. Participant names (if blanket PO, total number of participants)
4. Event cost
5. Signature of Approval

Registration must match PO detail. If anything is missing Accounting will reject the registration and the participant will need to re-register for the event.

Invoices will be provided upon approved PO submission.

Check or Money Orders - A copy of the check/money order may be provided at time of registration.

Credit Cards - Visa and Mastercard are accepted. We do not accept American Express or Discover.

Transfer - A transfer of funds between two state government agencies. A transfer of funds form is required at time of registration from both the paying and receiving agency.

Billing Contact - This is the organization or individual responsible for payment processing. Provide the Billing contact name, Organization, Email and Phone. Invoices will be sent 30, 60 & 90 days until payment is received. The billing contact must match the approved PO. If the registered participant enters an individual's name or their own name as the billing contact the participant will be responsible for payment.

Cancellation Policy - A full refund may be provided to those that cancel on or before the event start date. Requests submitted after the event start date will be reviewed on a case-by-case basis.

Substitutions – The substituted participant must still register for the event and provide an approved PO. The PO must indicate the new substituted participants name or may not exceed the blanket PO number of participants. If payment was received for the original participant, then this will be refunded and a new payment for the substituted participant will be due. Payments from the original participant may not be transferred to the substituted participant.

Delinquent Accounts - Payment is due within 30 days of registration. Invoice reminders are sent 30, 60 and 90 days. The Arizona Department of Education reserves the right to place a hold on participants and/or their organization for future registration request.

Refund Requests - Refunds are allowed up to the day of the event. The event coordinator must verify that the participant did not attend the course or event to be considered for a full refund. Allow 15 business days for processing.

Accounts Payable & Purchasing,

This is a reminder that LEAs/participants **MUST** provide a valid form of payment, upon initial registration. Otherwise, the registration **WILL BE REJECTED/ CANCELLED** and the participant will need to be re-registered.

For your reference to ensure registrations will not be rejected, submitted Purchase Orders need to be issued to "Arizona Department of Education" and state the following:

- Event Name (Required)
- "Event Date" OR "PO Expiration date" (*expiration must be AFTER event*)(Required)
- Correct number of participants (Required)
- Cost of Event (Required)
- Signature of Approval (Required)
- Participant Names (List none OR list all; if substitutions might occur it will be best to not include participant names, to save the need to revise POs)
- We **DO NOT** accept "Purchase Requisitions"

****NOTE: Revisions must be made in the same format as the original PO. (Ex: No handwritten revisions, if PO is typed.) ****

If submitting a Check instead of a Purchase Order, Checks should:

- Be paid to "Arizona Department of Education (ADE)"
- have correct invoice amount
- Have an authorized signature.

Please ensure the documents submitted contains the required information, to prevent unwanted rejections/cancellations and the need to re-register.

If there are any questions, please let me know.

****PLEASE FORWARD TO ALL THOSE INVOLVED IN THE CREATION OF A PURCHASE ORDER.****

Best Regards,

Accounts Receivable
Arizona Department of Education
(602) 542-4112 phone
(602) 542-3264 fax
Email: accountsreceiv@azed.gov

