Purchase Orders for MEEOA & NEOA

For NEOA and MEEOA membership renewals and conference registrations, use the Check Request form in MSM. A check request can be submitted for each individual, or two or more people's payments can be lumped into one check. Procurement does **not** require invoices for check requests, which automates the process. Never attach the invoice!

When NEOA or MEEOA send mass emails for membership renewal or conference registration, each individual planning to renew or attend completes the online form, which generates an invoice. They forward their invoices to the person responsible for their purchasing.

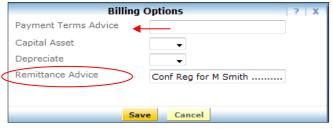
Purchaser submits the check requests, using "Remittance Details" and "Handling Code" sections of the online form (instructions below) so checks are delivered to the purchaser, not directly to NEOA/MEEOA. Due to the volume of checks they receive from UMS constituents, they require that you print the invoice(s) to mail with the associated check(s).

Check Request Remittance Details and Handling Codes

On the Draft Requisition, locate "*Billing Options*", click the "*Edit*" button.

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Ø	All done! The required	l information has l	been completed and this	s request is ready to be subr	mitted.				
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	Once you have review	ved the details, yo	u may continue by clice	king the button at the top of t	tne page.				
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Priority Requester									
Shopper			16 Central St			United States			
Original Submitter	Anne-Marie Nadeau		Bangor, ME 04401 United States						
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This activates the *"Remittance Advice"* field. Enter information that will help the Supplier identify what the payment is for. Information will print on the payment remittance. (example below), Click **Save.**



***To have the check delivered to you instead of to the supplier, use the Handling Code Section, click edit, then select *"yes"* from the dropdown menu and in the *"Handling Code Advice"* field enter your name. ***