INSTRUCTIONS FOR CREATING AN INVOICE FOR MMEA

On the next page, you will find a fillable PDF of an invoice template. When you bookkeeper asks for an invoice (for any MMEA event), you will need to use this document.

INSTRUCTIONS:

1. You will need to create an invoice number. This can be whatever number you make up.
2. Some school districts don't like an invoice that is dated before the Purchase Order is submitted, so keep that in mind.
3. You will enter **YOUR** school's name and **YOUR** bookkeeper's name in the "TO:" section.
4. Next, you need to enter the name and address of the MMEA representative that you should mail the check to. Please check your registration form or the MMEA website (www.msmea.org) for that information.
5. Please read the instructions in the invoice carefully. MMEA needs to be listed at Rachel Landrum's (MMEA Treasurer) address. ***You will need to ask that your bookkeeper requests the check NOT be mailed, but given to your bookkeeper. You can then mail the check to the MMEA representative in a new envelope.***
6. Enter the quantity, description, and price for what you are requesting funds.
   a. Example: Quantity: 4 | Description: Elementary Honor Choir Registrations | Unit Price: $75 | Total Price: $300
   b. Example: Quantity: 1 | Description: Fall Workshop Registration | Unit Price: $25 | Total Price: $25
   c. Example: Quantity: 80 | Description: JH State Performance Assessment Registration | Unit Price: $5 | Total Price: $400
7. Enter the subtotal and total price in the appropriate boxes.
8. **PRINT** the invoice (after completing the previous steps)
9. Turn the invoice in to your bookkeeper.

The MMEA representative doesn't need a copy of the invoice for their records, just a copy of your registration form. The invoice is for your bookkeeper. Check with your bookkeeper to see if any additional information is needed.

If this PDF isn't as detailed as your bookkeeper needs, you can find many different invoice templates on Microsoft Word or Apple Pages software.

If you have questions, please reach out to:

Andy Beasley
MMEA President-Elect
abeasley@pearlk12.com

Mississippi Music Educators Association

INVOICE

303 Maplewood Place
Ridgeland, MS 39157

INVOICE # _____

DATE: _____

TO:
School Name: _____
Attention: _____
Street Address: _____
City, ST ZIP Code: _____
Phone: _____

MAIL PAYMENT TO:
MMEA Rep: _____
Street Address:_____
City, ST ZIP Code:_____
Phone: _____

COMMENTS OR SPECIAL INSTRUCTIONS:
Please ensure that MMEA is listed as MMEA, Rachel Landrum –
Treasurer, 303 Maplewood Place, Ridgeland, MS 39157 in your
vendor system. Please request that the check is given to your
school bookkeeper and that you mail the check in a separate
envelope to the MMEA representative for this event or
registration.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	Please enter what event or registration for which you are paying in the boxes below.		
		SUBTOTAL	
		SALES TAX	$0.00
		SHIPPING & HANDLING	$0.00
		TOTAL DUE	

Make all checks payable to Mississippi Music Educators Association
If you have any questions concerning this invoice, contact your MMEA Representative.

THANK YOU FOR YOUR BUSINESS!