**Invoices sent 1/11/13**

Congratulations, with a few hiccups we have made it through the initial registration deadline. Now it is time to take care of your invoices.

On your VASE page go to your print menu and print your invoice. Turn it into whomever you need to get it paid. The bottom of your invoice will look like this. **Payment is Made out to TAEA or High School Vase region 11s** (some districts have it in their system as TAEA), **Payment then gets mailed to me not TAEA**. You need to get this done quickly as I need the payment in my possession **by 1/30/13**.

|  |
| --- |
| **Attention District Accounting Office:** |
|   | Payment **and** a copy of this invoice must be received by the **Region 11S Director** no later than 01/30/13.(Please allow 5 working days for delivery) |
|   |  |
| Make checks payable to: **High School VASE Region 11S** |
| Mail Payment and a copy of this invoice to: |
|   |  |
|   | **Dallas Williams** |
|   | **Region 11S Director** |
|   | **7700 S Watson Rd** |
|   | **Arlington, TX  76002** |

Over the next few weeks expect to lots of emails form me outlining things like how to classify your students, how to title your work, how to prepare your work for event, etc…. I have figured out that if I send it in smaller chunks it doesn’t get lost as much but if you do loose it, everything I send you will be placed on the website **vase11s.weebly.com**

Thanks, as always let me know if you have questions