

**Process for submitting Purchase Orders to the**

**“Unlocking the Mystery of Developmental Disorders” Conference**

1. Make PO out to Special Education Consultants and Conference Organizers.

2. Please email the Purchase Order to Denise Gillespie (seccodg@gmail.com) with the following information included on it:

* School system name and address
* Name of School
* Contact person name, email and phone number
* Name(s) of individuals attending with their email addresses.

3. Denise will email the invoice for payment to the contact person.

4. Once payment is made, you will receive confirmation of the registered attendees.

If you have any questions, or need additional information, please call, text or email Denise Gillespie

(205) 612-4458 seccodg@gmail.com