



# Purchase Order Instructions

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**AzAMLE welcomes school purchase orders for membership purchases.**

Please follow these steps:

1. Download the AzAMLE W-9 Form [here](#) or at [AzAMLE.org/Join](https://AzAMLE.org/Join).
2. Complete the online membership application at [AzAMLE.org/Join](https://AzAMLE.org/Join).
  - a. Select Membership Level
  - b. Complete Application Form
  - c. Confirm Details
3. Print the invoice that was emailed to your provided address.
4. Submit the invoice and your requisition to your finance department.
5. Email the completed purchase order to [PO@AzAMLE.org](mailto:PO@AzAMLE.org).

*(Once AzAMLE receives the P.O., your memberships will be activated.)*

6. Mail your payment/check to:  
**Arizona AMLE  
2840 E. Germann Rd. #1071  
Chandler, AZ 85286**
7. **Questions?** Email us at [info@AzAMLE.org](mailto:info@AzAMLE.org)

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# Thank You!