

**Subject:** AIA Invoicing Schedule

**ATTN:** All personnel who address AIA Invoices:

**Purchase Orders – as issued by Districts/Schools for AIA cycle of invoices.**

These invoices correlate to:

- AIA Service Charge Grid and
- Article 9 of the Bylaws

Due to the uniqueness of AIA membership – invoices are sent seasonally as indicated on the attached; and schools have been encouraged to establish an open PO if one is required, or to at least be aware of the following automatic invoice dates:

- **July 1**            **Annual Membership Dues & Varsity Sports Participation Fees - (rule books Included – no separate invoices for rule books).**
- **December 1**    **Cycle 1 – (Fall) Service Charges - (per attached Grid).**
- **December 15**   **Fall – Regular Season Officials Mileage reimbursement – per Article 9 of the AIA Bylaws.**
- **March 1**           **Cycle 2 – (Winter) Service Charges - (per attached Grid).**
- **March 15**        **Winter – Regular Season Officials Mileage reimbursement – per Article 9 of the AIA Bylaws.**
- **May 1**             **Cycle 3 - (Spring) Service Charges - (per attached Grid).**
- **May 15**          **Spring – Regular Season Officials Mileage reimbursement – per Article 9 of the AIA Bylaws.**

As shown above, AIA invoicing cycle is regular and predictable. The only additional one-off invoices may be for AACCA Certification, Speech & Debate, One-Act Plays which the school would put a PO in place prior to.

The monthly newsletters have regularly relayed this information as reminders as well. There will be no other “pre” notices of these invoices, as they are part of the terms of membership.

Per any school/district policy for PO to be set up prior to “purchase” – the above schedule should assist in the issuing of those POs.

Should questions remain, please let me know. Thank you.

Denise L. Doser | Director of Finance & Operations