

# Purchase Order Payments

When you reach the checkout screen, you will be given 2 options to pay:

1. Credit Card
2. Purchase Order

To check out using the purchase order option, complete the fields with your purchase order number, date, and upload a PDF of your original purchase order. Select your payer information from the Billing Contact drop down menu, and complete the remaining fields as needed.

**Payment Information:**  
Please provide all information requested below to pay for the items in your cart.  
Payment Method:  Credit Card  Purchase Order

**Purchase Order Information**

PO #: \*  PO Date: \*  File Upload: \*  Receipt 472506.pdf Total PO Amount **\$110.00**

Billing Contact: \*  Title: \*  Department: \*  Day Phone: \*

Reservation Contact: \*  Authorizing Authority:

Description:  Note:

[Refund Policy](#) | [Privacy Policy](#)  
2024 rSchoolToday.com - Class Registration | [Policies](#)

When finished, select "Submit" at the bottom of the screen.

**Your invoice is instantly ready after you submit your purchase order.**

To retrieve your invoice, navigate to the Payment History tab on your account.

**MINNESOTA STATE**  
Workforce Solutions

Reservation History | **Payment History** | Make a Payment | Profile & Contacts | Participants | Welcome Iris Hiemenz

**Payment History**

Viewing Period:

Open Balance: \$0.00  
Open Balance (PO Registrations): **\$110.00**  
Total Due: **\$110.00**

*The list shows the last 3 months with transactions by default.*

Issue Date	Description	Invoice Total	Payment Type	Amount Paid	Amount Due	View
10/5/2023	Invoice #1183415 - PO: #123 Bituminous Street Inspector Recertification- eLearning (Iris Ann Hiemenz)-CANCELLED	\$ 0.00		\$0.00	\$250.00	PO Invoice
11/29/2023	Invoice #1191880 Motorcycle Basic Rider AM Class (Iris Ann Hiemenz)-CANCELLED	\$ 0.00	Invoice #1191880	\$0.00	\$259.00	View
1/12/2024	Invoice #1199775 - PO: #123 MSHA 8 Hour Refresher - Live Online - 01.26.2024 (Iris Ann Hiemenz)	\$110.00		\$0.00	<b>\$110.00</b>	PO Invoice

Select the invoice you wish to retrieve from the list. You may download, print, or email the invoice when it pops up on your screen.

A Member of Minnesota State Colleges and Universities  
Please contact the campus at the bottom of the invoice if you have questions.

Invoice For Class Registration  
Invoice #: 1190775  
Invoice Date: 1/12/24  
Generated: 1/24 AM 1/12/2024  
Tax ID: 41-1687554

Hiemenz Inc.  
Hiemenz, Iris  
11501 Hwy 23  
Duluth, MN 55808

PO #: 123  
Reservation Contact: Hiemenz, Iris  
Billing Contact: Hiemenz, Iris

Reg. Date	Item	# - ID - Section	Participant	Cost	Amount
1/12/2024	MSHA 8 Hour Refresher - Live Online - 01.26.2024	WDT01952 - 20245-31 - 01.26.2024	Iris Hiemenz	\$110.00	\$110.00
Invoice Total					\$110.00

Remit to  
Lake Superior College  
2101 Trinity Rd, Duluth, MN 55811

PO Description

PO Note

Close Print Email

Please note that your invoice is also immediately available to pay by credit card under the “Make a Payment” tab.

If you prefer to pay by check, please send to:

**Lake Superior College**  
**2101 Trinity Rd**  
**Duluth, MN 55811**

**Lake Superior College does not send invoices from your account, unless the registration is made by our staff. It is your responsibility to ensure your invoice is routed to the appropriate place for payment.**

**Invoice payments are due within 30 days from the date of registration.**

If you have any questions, or need any assistance, please contact Lake Superior College at 218-733-7680.