



## DEPARTMENT OF EDUCATION

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To: All Velocity Payment Credit Card Transactions  
From: Carmen Stollo  
Date: August 26, 2019  
Re: Instructions for making CTSO Payments

Thank you for choosing the Department of Education's Career and Technical Organization's Velocity Payment purchasing system. This is the preferred method of payment for all Career and Technical Student Organization (CTSO) registration fees, materials and costs. Instructions on how to use the velocity payment site are as follows:

Step 1) Go to: <https://www.velocitypayment.com/client/delaware/education/index.htm>

Step 2) Select the "velocitypayment" link (above), which will take you to the "Purchase Screen".

Step 3) Complete all fields in the "Purchase Screen" with the appropriate information.

Note: The "Invoice Number" field is for payments supplied by the DLG online registration. Pay attention to the "Event Name" push down box and "Comments" field. Both are critical for entering payment designations.

Step 4) Select the "Event Name" push down box to designate your specific payment.

Note: The "CTSO Miscellaneous Expenses" selection is for non-conference related items.

Step 5) Use the "Comments" field to clarify miscellaneous expense items from Step 4. Failure to do so will result in payments not being processed correctly.

**Note: DO NOT group payments for various CTSO items or conferences. Clothing payments should NOT be combined with Conference Registrations. All payments should remain itemized.**


Should questions arise, please contact Carmen Stollo at [carmen.stollo@doe.k12.de.us](mailto:carmen.stollo@doe.k12.de.us), or call 302-735-4191.


Thank you,

A handwritten signature in black ink, appearing to read "Carmen Stollo".


Carmen Stollo


## STUDENT CONFERENCE PAYMENTS


School Name\* 


School Address\* 


Contact First Name\* 

Contact Last Name\* 

Enter Invoice Number (DLG)\* 

Event Name\* 

Comments\* 

Event Name\* 



- ✓ CTSO Fall Leadership Conference
- TSA Spring Leadership Conference
- DECA Spring Leadership Conference
- BPA Spring Leadership Conference
- SkillsUSA Spring Leadership Conference
- FCCLA High School Spring Leadership Conference
- FCCLA Middle School Spring Leadership Conference
- Educators Rising Spring Leadership Conference
- SkillsUSA Awards Night Registration
- CTSO Miscellaneous Expenses

Proceed

<https://www.velocitypayment.com/client/delaware/education/index.htm>

