

**From:** MSB  
**Sent:** Thursday, August 21, 2014 2:43 PM  
**To:** New Hampshire School Districts  
**Subject:** Invoices - When should you send them to MSB?



MSB™ New Hampshire Community Email | August 21, 2014

Good Question!

MSB™ needs invoices from any of the Out of District Facilities you send your students to, and...that's it!

There is no need to send MSB™ invoices for your contracted staff. Simply provide us with their rate and transaction logs, or have them record services in Lumea™. We will do the rest!

Beginning with the 2014-15 school year, if we receive invoices for your contracted staff, we will return them to you so you can keep them on file at your district.

Rebecca Copeland  
MSB™

Director of Operations  
800.618.3111 x126

[msb-services.com](http://msb-services.com)

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