

The 9th Annual Watershed Conference

February 26 & 27, 2026 | 9 am - 5 pm

Purchase Orders

For your convenience, we have attached an invoice and commonly requested documentation to this follow-up email. These include The Watershed Institute's Business Registration, Tax ID, and 501 c3. The registrant already should have received a receipt for the event from The Watershed Institute at the time of registration. The receipt may have been sent to a junk folder.

Please reach out to us at kjohnson@thewatershed.org if you have any questions or concerns. **Always make sure to include the invoice number and/or registrant ID so we can find your registration.**

Thank you for your attention and interest in The Annual NJ Watershed Conference. We look forward to seeing you virtually or in-person!

Please follow the instructions below and we will process the purchase order in a timely manner. **Share these instructions with whomever it may concern.**

Step 1

Prepare the Purchase Order

Add the invoice number to the purchase order form.

Add the full names of all individuals registered.

Step 2

Send the Purchase Order

Send the Purchase Order to Ken Johnson at kjohnson@thewatershed.org.

Ken will sign, date, and return the purchase order to you via email.

Step 3

Send the Check

Include the invoice number on the check. **Please add Attn: Annual Conference**

Include the full names of all individuals registered.

Other things to keep in mind:

- Make all checks payable to “The Watershed Institute”
- Send checks to 31 Titus Mill Road, Pennington, NJ 08534
- Checks due **45** days after February 27, 2026