

PROFESSIONAL DEVELOPMENT SEMINAR:

Budget, Ethics, and Procurement Updates

March 19, 2019

8:30a.m. to 12:30p.m.
Conference Center at Mercer
1200 Old Trenton Road
West Windsor, NJ 08550

REGISTRATION FEE: Member Rate \$75.00 Non Member: \$95.00

Returning a copy of this completed form insures you a reservation at the above seminar. Just send us this form with or without a check. No need to send us your voucher for a separate signature because **this form has been approved by the Local Finance Board and meets the requirements for certification of performance of service. HOWEVER, A PURCHASE ORDER NUMBER IS REQUIRED TO PROCESS THIS REGISTRATION FORM.**

Cancellation Policy: Cancellations will be accepted until 4:00 p.m., three (3) business days prior to an event. Cancellations must be in writing. You may substitute attendees, if necessary. After the cancellation deadline, there are no refunds.

VENDOR			
<u>CLAIMANT'S CERTIFICATION AND DECLARATION</u>			
<p>I do solemnly declare and certify under the penalties of the Law that the bill/invoice statement is correct in all its particulars; that the materials have been furnished or services rendered as stated herein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.</p>			
1-01-18	21-6000935	<i>Michael Wang</i>	Executive Director
Date	Federal I.D. #	Signature	Official Position
CERTIFICATION BY RECEIVING AGENCY		CERTIFICATION BY APPROVAL OFFICIAL	
<p>I, having knowledge of the facts, certify and declare that the materials have been received or the services rendered and are in compliance with the specifications or other requirements, and said certification is based on signed delivery slips or other reasonable procedures, or verifiable information.</p>		<p>I certify and declare that this bill/invoice statement is correct, and that sufficient funds are available to satisfy this claim. The payment shall be chargeable to: <u>If PO is REQUIRED, THEN THE PO# MUST BE NOTED!</u></p>	
<p>Signature _____</p> <p>Title _____ Date _____</p>		<p>Appropriation Account(s) Charged P.O. # - MANDATORY</p> <p>Amount(s): \$ _____</p> <p>Signature _____ Date _____</p> <p>Title (CFO, Finance Director) _____</p>	

SEMINAR REGISTRATION (Please fill in all of the below information)

	Name of Seminar Registrant	Title	E-Mail Address	Municipal Phone #
1)				
2)				
3)				
4)				
5)				

Contact Person: _____

Municipality: _____

Address: _____ City: _____ St: _____ Zip: _____

PLEASE NOTIFY US IF YOU
DESIRE ANY SPECIAL
COMMUNICATION
EQUIPMENT OR SERVICES

MAKE CHECKS PAYABLE TO:

New Jersey State League of Municipalities
222 West State Street - Trenton, NJ 08608

Phone: (609) 695-3481 xtn 111
Fax: (609) 695-0151
Email: dbijou@njlm.org

IN CASE OF INCLEMENT WEATHER OR CANCELLATION: We will announce emergency seminar cancellations via recorded announcement on our Weather Hotline: 609-695-3481 ext. 200 and post announcements on our website www.njlm.org , Facebook page [facebook.com/njleague](https://www.facebook.com/njleague), and Twitter [@NJ_League](https://twitter.com/NJ_League) after 6:00am on the morning of the meeting.

DIRECTIONS: THE CONFERENCE CENTER AT MERCER COMMUNITY COLLEGE
1200 Old Trenton Road , West Windsor, NJ 08550

From North or South via US 1

- Exit onto Quakerbridge Road, South 533
- After two miles, left onto Hughes Drive
- Follow Hughes Drive past Mercer County Park entrance
- Campus entrance is on left

From North or South via Interstate 95/295

- Take Interstate 95 (which becomes Interstate 295) to Exit 65A, Sloan Ave. E.
- East on Sloan Ave. (becomes Flock Rd.) to end (Edinburg Rd.)
- Left onto Edinburg Rd. to campus entrance (jughandle right)

From North via NJ Turnpike

- NJ Turnpike Exit 8.
- Follow signs onto Rt. 133 West (the new bypass) toward Princeton.
- Take Rt. 133 West to the end exit immediately onto Rt. 571 West.
- Move immediately to the far left turning lane and turn left on to Rt. 535/Old Trenton Road.
- Follow Rt. 535/Old Trenton Road for approximately 5 miles.
- The College and Conference center are on the right.

From South via NJ Turnpike

- Turnpike Exit 7A (Interstate 195)
- West on I-195 to Exit 5B (first exit off I-195)
- North on NJ 130 to second light - make left onto Robbinsville Allentown Road (526W)
- Go through traffic light and make immediate right onto Robbinsville Edinburg Road (526W)
- At the end of (526W), make left onto Old Trenton Road (535)
- Follow (535) for two miles to campus entrance on right, after Mercer County Park

From East

- Take Rt. 33 West and follow until you see signs for Rt. 133 West (the new bypass route).
- Make a right turn onto Rt. 133 West.
- Take Rt 133 to the end and exit immediately onto Rt. 571 West.
- Move immediately to the far left turning lane and turn left on to Rt. 535/Old Trenton Road.
- Follow Rt. 535/Old Trenton Road for approximately 5 miles.
- The College and Conference center are on the right.

