

Registration, Invoice & Voucher Certification Form

Seminar Title: Orientation for Municipal Officials That Are Newly Elected, Reelected, Or Experienced

Saturday, February 10, 2024-

NEW DATE

8:30a.m.-3:30p.m.

Westin Hotel

555 Fellowship Road

Mount Laurel, NJ 08054

Registration Fee: \$130.00 per person - Member Rate \$150.00 per person - Non-Member Rate
All Non-Member Registrations must be prepaid

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.**

Cancellation Policy

If you are unable to attend this seminar, you may transfer your registration to a colleague, or fax us **three (3) working days PRIOR** to the seminar and we will be happy to issue a refund. **After the Cancellation Period there are no refunds.**

VENDOR
CLAIMANT'S CERTIFICATION AND DECLARATION

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.

01/01/2023 21-6000935  Executive Director
 Date Federal I.D. # Signature Official Position

CERTIFICATION BY RECEIVING AGENCY	CERTIFICATION BY APPROVAL OFFICIAL
I, having knowledge of the facts, certify and declare that 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.	I certify and declare that this bill/invoice statement is correct, and that the sufficient funds are available to satisfy this claim. The payment shall be chargeable to:
Signature _____	Appropriation Account(s) Charged P.O. # - <u>MANDATORY</u>
Title _____	Amount(s): \$ _____
Date _____	Signature _____ Date _____
	Title (CFO, Finance Director) _____

Seminar Registration (Please fill in all of the below information)

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

Contact Person: _____

Municipality: _____ Phone: _____

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

Email: sdelany@njlm.org

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
 Fax: (609) 695-0151

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

Directions to Seminar Locations:

Westin Hotel 555 Fellowship Road, Mount Laurel, NJ 08054

From PHILADELPHIA INTERNATIONAL AIRPORT

Take Interstate 95 North from Airport and merge onto I-76 E toward the Walt Whitman Bridge. From the Bridge take the US-130 S exit 1C toward Brooklawn/Westville. Merge onto I-295 North (Trenton). Take Exit 36A (Route 73 South). Take Jug Handle for U-turn at first traffic light. Turn Right onto Fellowship Road. The Westin Hotel will be on your left.

From PHILADELPHIA (Center City and Amtrak's 30th Street Station)

Take 676 East to 76 East to the Walt Whitman Bridge Exit. From the Bridge, follow signs for 295 North (Trenton). Take Exit 36A (Route 73 South). Turn Right onto Fellowship Road. The Westin Hotel will be on your left.

From NEW YORK CITY and NORTH JERSEY

Take the New Jersey Turnpike South to Exit 4. After the toll, follow signs for Philadelphia/Camden and Route 73 North. Turn right onto Fellowship Road. The Westin Hotel will be on your left.