



New Jersey State League of Municipalities



**Registration, Invoice & Voucher
Certification Form**

**Management Workshop Program-
Part 1**

Essentials of Municipal Management

What is the Management Workshop Program?

The League is partnering with a long-time professional manager, Matt Watkins, founder of NJ Community Solutions, LLC, and NJLM Labor Consultant to provide practical municipal management instruction. A total of four series will be offered. The following courses are part one of this series.

What is included?

	Course Rates
Per Workshop	\$250
Per Day (2 workshop held the same day)	\$475
Per Series (4 workshop total)	\$900

Essentials of Municipal Management – Order Form

Each course will be offered on two different dates and at two different locations:

- Rowan at Burlington County Community College, Mount Laurel.
900 College Circle
Mount Laurel, New Jersey 08054
Classroom location: Laurel Hall Room 320
- Bergen County Community College @ The Meadowlands
1280 Wall Street West
Lyndhurst, NJ 07071
Classroom location: C503

Select the courses and dates you would like to attend on pages 2 & 3 and indicate who will be attending. Select all four courses at one location to receive the “per series” pricing.

Location 1: Rowan at Burlington County Community College, Mount Laurel

Tuesday, January 21

_____ **Financial and Personnel Management (9:00 a.m. - 12:00 p.m.)**

Name of Attendee(s): Title Email

Name of Attendee(s):	Title	Email

_____ **Organizational Management (1:00 p.m. - 4:00 p.m.)**

Name of Attendee(s): Title Email

Name of Attendee(s):	Title	Email

Tuesday, January 28

_____ **Council and Community Relations(9:00 a.m. - 12:00 p.m.)**

Name of Attendee(s): Title Email

Name of Attendee(s):	Title	Email

_____ **Insurance, Understanding the Audit, Ethics(1:00 p.m. - 4:00 p.m.)**

Name of Attendee(s): Title Email

Name of Attendee(s):	Title	Email

Location 2: Bergen County Community College, Lyndhurst

Wednesday, January 22

_____ **Financial and Personnel Management (9:00 a.m. - 12:00 p.m.)**

Name of Attendee(s):

Title

Email

Name of Attendee(s):	Title	Email

_____ **Organizational Management (1:00 p.m. - 4:00 p.m.)**

Name of Attendee(s):

Title

Email

Name of Attendee(s):	Title	Email

Wednesday, January 29

_____ **Council and Community Relations (9:00 a.m. - 12:00 p.m.)**

Name of Attendee(s):

Title

Email

Name of Attendee(s):	Title	Email

_____ **Insurance, Understanding the Audit, Ethics (1:00 p.m. - 4:00 p.m.)**

Name of Attendee(s):

Title

Email

Name of Attendee(s):	Title	Email

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>			
01-01-24	21-6000935	<i>Michael F. Cerra</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>_____</p> <p>Signature</p>		<p>_____</p> <p>Appropriation Account(s) Charged P.O. # - <u>MANDATORY</u> ▶</p>	
<p>_____</p> <p>Title</p>		<p>_____</p> <p>Amount(s): \$ _____</p>	
<p>_____</p> <p>Date</p>		<p>_____</p> <p>Signature</p>	
		<p>_____</p> <p>Date</p>	
		<p>_____</p> <p>Title (CFO, Finance Director)</p>	

Billing Contact and Contact in case of Cancellations:

Contact Person: _____

Municipality: _____

Address: _____ City: _____ State: _____

Zip: _____

Please Make Out Checks to:
 New Jersey State League of Municipalities Phone: 609-695-3481 ext. 111
 222 West State Street - Trenton, NJ 08608 Fax: 609-695-0151
 Email: sdelany@njlm.org

Cancellation Policy

If you are unable to attend these programs, you may transfer your registration to a colleague, or fax us **three working days PRIOR** to the seminar and we will be happy to issue a refund.

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.njlm.org Facebook page facebook.com/njleague, and Twitter [@NJ_League](https://twitter.com/NJ_League) after 6:00am on the morning of the meeting.

Please note: If an event is cancelled by the NJLM registration fees will be refunded in full. Modification of events will not be cause for refunds.