



New Jersey State League of Municipalities

**REGISTRATION, INVOICE & VOUCHER CERTIFICATION FORM**

**Mini One-Day Conference**  
**Conference Center at Mercer**  
**1200 Old Trenton Rd**  
**West Windsor, NJ 08550**  
**Friday, June 14, 2019**  
**7:30 a.m. – 5:00p.m.**

**REGISTRATION FEE: Member Rate \$115.00\*** per person (\*Pre registration until **June 4**) \$125.00(at door)  
**Non Member \$130.00\***per person (\*Pre registration until **June 4**) \$155.00(at door)

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**

If you are unable to attend this seminar, 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.

<b>VENDOR CLAIMANT'S CERTIFICATION AND DECLARATION</b>			
<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>			
<b>01-01-19</b>	<b>21-6000935</b>	<i>Michael Berg</i>	<b>Executive Director</b>
Date	Federal I.D. #	Signature	Official Position
<b>CERTIFICATION BY RECEIVING AGENCY</b>		<b>CERTIFICATION BY APPROVAL OFFICIAL</b>	
<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: <b><u>If PO is REQUIRED, THEN THE PO# MUST BE NOTED!</u></b></p>	
<p>_____</p> <p>Signature</p>		<p>Appropriation Account(s) Charged _____ <b>P.O. # - <u>MANDATORY</u></b></p> <p>Amount(s): \$ _____</p>	
<p>_____</p> <p>Title</p>		<p>_____</p> <p>Signature</p>	
<p>_____</p> <p>Date</p>		<p>_____</p> <p>Date</p>	
<p>_____</p> <p>Title</p>		<p>_____</p> <p>Title (CFO, Finance Director)</p>	

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

Name of Seminar Registrant	Title	Registrar License Number (If Applicable)	Email Address	Municipal Phone #
1)				
2)				
3)				
4)				

Contact Person: \_\_\_\_\_

Municipality: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**Please Make Out Checks 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](mailto:dbijou@njlm.org)

**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](http://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. 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.

**Please Fill Out the Form Below For Each Attendee Listed Above**

**Name:**\_\_\_\_\_

**Municipality:**\_\_\_\_\_

**Morning Session 1** (Attendees pick one session per time slot)

8:30a.m.-10:15a.m.

\_\_\_\_ Me Too in the Workplace

\_\_\_\_ Forecasting Budgets

\_\_\_\_ Paying Your Employees

\_\_\_\_ Last Clerk Standing

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**Morning Session II**

10:30a.m-12:15p.m.

\_\_\_\_ Me Too in the Workplace

\_\_\_\_ Forecasting Budgets

\_\_\_\_ Turn Unpaid Taxes in Money

\_\_\_\_ Change Site Conditions

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**Afternoon Session I** (Attendees Pick one session per time slot)

1:15p.m.-3:00p.m.

\_\_\_\_ Accurate Accounting of Personnel

\_\_\_\_ Cybersecurity

\_\_\_\_ Document Fraud

\_\_\_\_ Annual Report of Tax Collector

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**Afternoon Session II**

3:15p.m.-5:00p.m.

\_\_\_\_ Elections

\_\_\_\_ Cybersecurity

\_\_\_\_ Changing Environment of Recycling

\_\_\_\_ Religious Land Use

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