

**REGISTRATION, INVOICE & VOUCHER  
CERTIFICATION FORM**

**SEMINAR TITLE:** *Budgeting For Elected Officials*  
**Saturday, March 6, 2021**  
**8:30a.m.-2:00p.m.**  
**Location: Your Computer**

**REGISTRATION FEE:** \$75.00 per person - Member Rate\*      \$100.00 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.** 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 (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

.01/01/2021    21-6000935    *Michael F. Cozzano*    Executive Director  
Date                      Federal I.D. #                      Signature                      Official Position

<p style="text-align: center; border: 1px solid black; margin: 0;"><b>CERTIFICATION BY RECEIVING AGENCY</b></p> <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>_____ Signature</p> <p>_____ Title</p> <p>_____ Date</p>	<p style="text-align: center; border: 1px solid black; margin: 0;"><b>CERTIFICATION BY APPROVAL OFFICIAL</b></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:</p> <p><u>Appropriation Account(s) Charged</u>      <b>P.O. # - <u>MANDATORY</u></b></p> <p>Amount(s): \$ _____</p> <p>_____ Signature</p> <p>_____ Title (CFO, Finance Director)</p> <p>_____ Date</p>
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**SEMINAR REGISTRATION (Please fill in all of the below information)**

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

Contact Person: \_\_\_\_\_  
Municipality: \_\_\_\_\_ Phone: \_\_\_\_\_  
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

**Email: [dbijou@njlm.org](mailto:dbijou@njlm.org)**  
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.njlm.org](http://www.njlm.org) after 6:00am on the morning of the meeting.

## What Happens After You Submit the Registration Form for a Paid Webinar

Once you have submitted the registration form (page 1) to the League, here is what happens next:

1. The League will process your payment
2. (3) Three Business Days before the webinar, you will receive a personalized link from either "GoToWebinar" or "Danielle Holland-Htut" that will connect you to the webinar at the appointed time (**if you do not receive this link please call 609-695-3481 ext 118**)
3. At the scheduled time of the webinar, you will click the link provided in the confirmation e-mail and will be automatically directed to the virtual classroom.

***In order to view the webinar you may have to download the GoToWebinar Codec. Depending on your browser, click "Run" or "Save" when prompted in the box at the bottom of your screen. This will install the GoToWebinar Codec and launch the webinar.***

Please note, **you must sign on to the webinar at the specified time.** If you sign in after the start of the webinar you may not be eligible for credit.

### Last Minute Registrations (Up to One Business day before the Webinar):

Potential attendees have **until one business** day before the program to register. To do this, fill out the registration form provided on the webinar announcement and then fax or e-mail a copy of your PO or Check. Once it is received, the League will e-mail over your confirmation so that you can join in on the meeting. **Please note, if you do not receive a confirmation, please contact the League at 609-695-3481 as soon as possible.**

### Cancellation Policy:

Cancellations will be accepted until 4:00p.m. three (3) business days prior to the scheduled webinar. **After the Cancellation Deadline there are no refunds.**

### Substitutions:

If you are unable to participate in the webinar and you would like to transfer your registration to someone else, you must Email the following information to [dbijou@njlm.org](mailto:dbijou@njlm.org) or fax to 609-695-0151:

- a. Name and title of attendee being substituted
- b. Name and email of new attendee
- c. Date and title of webinar

If you have any questions on substitutions please contact Donna at 609-695-3481 ext 111

### Ipad and Iphone Warning:

We strongly recommend that you do not use your ipad or your iphone to view the webinar. Several of the tracking features are unavailable on these devices and can result in loss of CEU credit.

**Please use a hardwired computer only to view webinars.**