

TOWNSHIP OF SOUTHAMPTON

5 RETREAT RD.
SOUTHAMPTON, NJ 08088
(609) 859-2736 • FAX (609) 859-3202

PURCHASE ORDER

Date 10/8/2015

Purchase Requisition 15-00423

DEPARTMENT	ACCOUNT # <u>5-01-26-300-042</u>
<u>Shade Tree Commission</u>	

VENDOR: <u>New Jersey Shade Tree Federation</u> (address, <u>Blake Hall</u> city, state, <u>93 Lipman Drive</u> zip code) <u>New Brunswick, New Jersey</u> VENDOR # <u>08901 NJ215</u>	PRICES OBTAINED BY: <input type="checkbox"/> Contract No. _____ <input type="checkbox"/> Quotations (Attached) <input type="checkbox"/> Advertised Bid
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Qty./Date	Description of Material or Services	Estimate Cost
6	<u>Conference Fee - Commission</u>	\$ 645.00
<u>3</u>	<u>Members @ \$110. ea</u>	<u>330.00</u>
	<u>Kit Applegate</u>	
	<u>Tim Novello</u>	
	<u>Douglas Melegari</u>	
	<u>Sat 10-24-15</u>	

TOTAL AMOUNT \$ ~~645.00~~
330.00

DEPARTMENT HEAD APPROVAL Douglas D. Melegari
(Dept. Head-Signature)

(Do not write below this line)

	Within Budgetary Appropriations and within provisions of Local Public Contracts Law	
	<u>[Signature]</u> Treasurer	<u>10/15/15</u> Date
	APPROVED BY:	
	<u>[Signature]</u> Administrator	<u>10/14/15 6:42pm</u> Date

TOWNSHIP OF SOUTHAMPTON

5 RETREAT RD
 SOUTHAMPTON, NJ 08088
 TEL (609)859-8105 FAX (609)859-3202

PURCHASE ORDER	
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.	
NO.	15-00423

ORDER DATE: 10/15/15
 REQUISITION NO:
 DELIVERY DATE:
 STATE CONTRACT:
 F.O.B. TERMS:

PAYMENT RECORD	
CHECK NO.	
DATE PAID	

NOTICE: TAX ID #21-6007045 - TAX EXEMPT

SHIP TO	TOWNSHIP OF SOUTHAMPTON 5 RETREAT ROAD SOUTHAMPTON, NJ 08088 ATTN: NANCY GOWER
	VENDOR #: NJ215 NEW JERSEY SHADE TREE FED. BLAKE HALL, 93 LIPMAN DR. COOK COLLEGE NEW BRUNSWICK, NJ 08901 Phone: (732)246-3210

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	NJ SHADE TREE CONF [3] 10/24	5-01-26-300-042	330.0000	330.00
			TOTAL	330.00

**FOR PAYMENT
 SIGN & RETURN**

CLAIMANT'S CERTIFICATION & DECLARATION	OFFICER'S CERTIFICATION	APPROVAL TO PURCHASE
<p>I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.</p> <p>X</p> <p>_____ VENDOR SIGN HERE</p> <p>_____ OFFICIAL POSITION DATE</p> <p>_____ TAX ID NO. OR SOCIAL SECURITY NO.</p>	<p>I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.</p> <p>_____ DEPT. HEAD DATE</p> <p>VENDOR MUST SIGN CERTIFICATION STATEMENT ON THIS VOUCHER. MAIL VOUCHER & ITEMIZED BILLS TO: TOWNSHIP OF SOUTHAMPTON 5 RETREAT RD SOUTHAMPTON, NJ 08088</p>	