

REGISTRATION, INVOICE & VOUCHER CERTIFICATION FORM

PROFESSIONAL DEVELOPMENT SEMINAR: **A Review of the Open Public Records Act (OPRA)**

CIRCLE ONE SESSION YOU WILL BE ATTENDING

Friday, June 1, 2012
9:00a.m.-12:30p.m.
The Enterprise Center at BCC
3331 Route 38 Mount Laurel, NJ 08054

Tuesday, June 12, 2012
9:00a.m.-12:30p.m.
Robert Meyner Reception Center
Holmdel, NJ

REGISTRATION FEE: **\$55.00 Member** **\$75.00 Non-Member**

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: Cancellations will be accepted until 4:00 p.m., three (3) business days prior to an event. Cancellations must be in writing. You may substitute attendees, if necessary. After the cancellation deadline, there are no refunds.

| VENDOR CLAIMANT'S CERTIFICATION AND DECLARATION | |
|---|--|
| <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> | |
| <p>1-01-12 Date</p> | <p>21-6000935 Federal I.D. #</p> |
| <p><i>William S. Donnelly</i> Signature</p> | <p>Executive Director Official Position</p> |
| <p style="text-align: center;">CERTIFICATION BY RECEIVING AGENCY</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;">CERTIFICATION BY APPROVAL OFFICIAL</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: If PO is REQUIRED, THEN THE PO# MUST BE NOTED!</p> <p>Appropriation Account(s) Charged P.O. # - MANDATORY</p> <p>Amount(s): \$ _____</p> <p>_____ Signature</p> <p>_____ Title (CFO, Finance Director)</p> <p>_____ Date</p> |

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

| | Name of Seminar Registrant | Title | E-Mail Address | Municipal Phone # |
|----|----------------------------|-------|----------------|-------------------|
| 1) | | | | |
| 2) | | | | |
| 3) | | | | |
| 4) | | | | |
| 5) | | | | |

Contact Person: _____
Municipality: _____
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 Phone: (609) 695-3481 xtn 111
222 West State Street - Trenton, NJ 08608 Fax: (609) 695-0151

IN CASE OF INCLEMENT WEATHER OR CANCELLATION: We will announce emergency seminar cancellations via recorded announcement on our Weather Hotline: **609-695-3481 ext. 200** and post announcements on our website www.njslom.org after 6:00am on the morning of the meeting.

DIRECTIONS TO SEMINAR LOCATIONS

THE ENTERPRISE CENTER AT BURLINGTON COUNTY COLLEGE **3331 ROUTE 38 • MOUNT LAUREL, NJ 08054**

Driving Directions:

From I-295 North:

Proceed on 295 North to Exit 40A (Route 38 East).

Proceed on 38 East & follow signs for Hartford Road North.

Stay in right lane.

You will have to take a jug handle around the gas station.

After jug handle you will be at the light facing Route 38. Make a left on to Route 38 West.

We are on the Campus of Burlington County College. Turn right into the College Campus.

Turn Left into the first parking lot.

Access to The Enterprise Center is through the Vote Pavilion.

From I-295 South:

Follow 295 South to Exit 40 (Route 38 West).

As soon as you come off the exit, stay in right lane & take the jug handle (MarterAve/38 East).

When you come around the jug handle you will be facing Route 38.

Make a Left on to Route 38 East.

Proceed on 38 East & follow signs for Hartford Road North.

Stay in right lane.

You will have to take another jug handle around the gas station.

After jug handle you will be at the light facing Route 38. Make a left on to Route 38 West.

Stay in the right lane.

We are on the Campus of Burlington County College. Turn right into the Campus.

Turn left into the first parking lot.

Access to The Enterprise Center is through the Vote Pavilion.

From South Jersey:

Take the Garden State Parkway North (portions Toll) to the Atlantic City Expressway West (Exit 38A). A.C. Expressway turns into Route 42 North, 42 North turns into 76 West. Take 76 West to Exit 1B (295 North). See “**From I-295 North**” directions above.

From the New Jersey Turnpike:

Follow the New Jersey Turnpike to Exit 4. Take 73 North to 295 North. See “From I-295 North” directions above.

ROBERT B. MEYNER RECEPTION CENTER AT PNC BANK ARTS CENTER • 732-264-3355

From Northern New Jersey, New York:

Take New Jersey Turnpike South to Exit 11, then Garden State Parkway South to Exit 116.

From Trenton, Pennsylvania and Western New Jersey:

Take Route 1 North to Interstate 195 East, then Garden State Parkway North to Exit 116.

From Central New Jersey:

Take the New Jersey Turnpike North. Take exit 7A to Interstate 195 East, then Garden State Parkway North to Exit 116.

From South Jersey, Atlantic City:

Take Garden State Parkway North to Exit 116. (PNC Bank Arts Center). Follow the blue signs to the Reception Center.