

PLAINFIELD MUNICIPAL UTILITIES AUTHORITY

APPROVALS:

Purchase Requisition

Purchasing
Dept. Name

Date: 12/16/10

B. King
Originator Authorization

Dollie S. Hamlin
Dept. Authorization

Suane D. Young (FNA)
Finance Authorization - Availability of Funds

POSITION
NUMBER

VENDOR NO.: _____

VENDOR NAME: Brenda King

ADDRESS: _____

ADDRESS: _____

ADDRESS: _____

ADDRESS: _____

ZIP: _____

BRC ON FILE: YES ___ NO ___

QUOTE ATTACHED: YES ___ NO ___
(For Values of \$1,000.00 or more.)

ACCOUNT CODE: 10⁰⁷ 710 300 329

DATE NEEDED BY: _____

EXPECTED DELIVERY TIME: _____

SPECIAL INSTRUCTIONS: CHECK NEEDED ON OR BEFORE
TUESDAY, 12/21. RESERVATION WILL CANCEL
ON THURSDAY, 12/23.

Purchasing Agent Authorization - Approval to
Generate Purchase Order Number after
mandatory requirements are satisfied.

Note: Please allow at least five (5) working
days from the date Requisition is received
in the Purchasing Department before a
Purchase Order Number is issued.

SHIPPING INSTRUCTIONS

Name: _____

Address: _____

Address: _____

ITEM	QTY	UNIT	ACCOUNT	DESCRIPTION	AMOUNT
1.	1	EA		Travel Reservations	260.00
				Re: 74 th Annual State Chamberwalk Washington, DC January 26 thru 30, 2011	
				Employee: Eric C. Watson	
				Reservation No.: OBF91F	
				AMTRAK AMTRAK NO LONGER ACCEPTS CHECKS	
				TOTAL	260.00

EMERGENCY PURCHASES NJSA 40A: 11-6

ACCOUNTS PAYABLE - WHITE COPY • PURCHASE - YELLOW COPY



PLAINFIELD MUNICIPAL UTILITIES AUTHORITY

127 ROOSEVELT AVENUE • P.O. BOX 5110
PLAINFIELD, N.J. 07061-5110
TEL (908) 226-2518 • FAX (908) 226-2561

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL
PACKING SLIPS, CORRESPONDENCE ETC.

No. 10-01915

ORDER DATE: 12/17/10
REQUISITION NO:
DELIVERY DATE:
STATE CONTRACT NO:
F.O.B. TERMS:

IRS #22-3419364 TAX EXEMPT UNDER PROVISIONS OF
N.J. SALES & USE TAX ACT (CHAPTER 30, LAW OF 1966).

CHECK NO. 21068

CHECK DATE 1/19/11

SHIP TO	P.O. P.K.U.A. 127 ROOSEVELT AVE. PLAINFIELD, NJ 07060
	VENDOR # ERV01 DAVID W. ERVIN

QUANTITY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	TRAVEL ALLOWANCE	0-07-10-300-330	124.2500	124.25
1.00	RE: 74TH ANNUAL STATE CHAMBER WALK, WASHINGTON, DC 1/27/2011 THRU 1/30/2011	0-09-10-300-330	124.2500	124.25
			TOTAL	248.50

VOUCHER COPY - SIGN AT X AND RETURN WITH INVOICE FOR PAYMENT

VENDOR'S CERTIFICATION & DECLARATION I do solemnly declare and certify under the penalties of the law that the within bill is correct in 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.	DEPARTMENT CERTIFICATION 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.	VENDOR: DO NOT ACCEPT THIS ORDER UNLESS SIGNED BY PURCHASING AGENT REQUISITION APPROVAL <i>Signature Already on File</i>
CLAIMANT _____ DATE _____ NOTICE TO VENDOR OR CONTRACTOR ORDER NOT VALID WITHOUT AUTHORIZED SIGNATURE. SHIPPING STATEMENT OR BILL OF LADING MUST ACCOMPANY SHIPMENT. NO CHARGES OTHER THAN THOSE SPECIFIED WILL BE ALLOWED WITHOUT APPROVAL OF THE ISSUING DEPARTMENT. INVOICE MUST BE FOWARDED TO ORIGINATING DEPARTMENT WITH SIGNED VOUCHER.	PAYMENT APPROVAL SIGNATURE _____ DATE _____	PURCHASE ORDER APPROVAL <i>Dallas S. Hamlin</i> PURCHASING AGENT SIGNATURE 12/17/2010 DATE

VOUCHER COPY - SIGN AT X AND RETURN WITH INVOICE FOR PAYMENT



PLAINFIELD MUNICIPAL UTILITIES AUTHORITY

127 ROOSEVELT AVENUE • P.O. BOX 5110
PLAINFIELD, N.J. 07061-5110
TEL (908) 226-2518 • FAX (908) 226-2561

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKING SLIPS, CORRESPONDENCE, ETC.

No. 10-01874

Pg.

SHIP TO
VENDOR

P.M.U.A.
127 ROOSEVELT AVE.
PLAINFIELD, NJ 07060

VENDOR #GEO01

GEORGETOWN SUITES
1111 30TH ST, NW
WASHINGTON
DC

20007

ORDER DATE: 12/09/10
REQUISITION NO:
DELIVERY DATE:
STATE CONTRACT NO:
F.O.B. TERMS:

IRS #22-3419364 TAX EXEMPT UNDER PROVISIONS OF
N.J. SALES & USE TAX ACT (CHAPTER 30, LAW OF 1966).

CHECK NO. 20974

CHECK DATE 12/22/10

QUANTITY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	ADMINISTRATION	0-07-10-300-329	271.5000	271.50
1.00	HOTEL ACCOMMODATIONS 1/27/2011 THRU 1/30/2011 RE: 74TH ANNUAL STATE CHAMBER WALK TO WASHINGTON & CONGRESSIONAL DINNER DAVID W. ERVIN	0-09-10-300-329	271.5000	271.50
			TOTAL	543.00

VOUCHER COPY - SIGN AT X AND RETURN WITH INVOICE FOR PAYMENT

VENDOR'S CERTIFICATION & DECLARATION		DEPARTMENT CERTIFICATION		VENDOR: DO NOT ACCEPT THIS ORDER UNLESS SIGNED BY PURCHASING AGENT	
I do solemnly declare and certify under the penalties of the law that the within bill is correct in 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.		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.		REQUISITION APPROVAL	
CLAIMANT _____ DATE _____		Signature Already on File _____		PURCHASE ORDER APPROVAL	
NOTICE TO VENDOR OR CONTRACTOR ORDER NOT VALID WITHOUT AUTHORIZED SIGNATURE. SHIPPING STATEMENT OR BILL OF LADING MUST ACCOMPANY SHIPMENT. NO CHARGES OTHER THAN THOSE SPECIFIED WILL BE ALLOWED WITHOUT APPROVAL OF THE ISSUING DEPARTMENT. INVOICE MUST BE FOWARDED TO ORIGINATING DEPARTMENT WITH SIGNED VOUCHER.		PAYMENT APPROVAL		PURCHASING AGENT SIGNATURE 12/17/2010 DATE	
SIGNATURE _____ DATE _____		SIGNATURE _____ DATE _____			

VOUCHER COPY - SIGN AT X AND RETURN WITH INVOICE FOR PAYMENT

Georgetown Suites
1111 30th St. NW & 1000 29th St. NW
Washington, DC 20007 USA
Phone: 2022987800/2022981600
Fax: 2023335792/2023332019

Guest Information

DateSent: 12/23/2010

Confirmation# R1A84B

David Ervin	Home#:	Share With Name(s):	Additional Name(s):
	Office#:		
	Fax#:		
	Mobile#:		
	E-mail Address:		
Company:		Guest Type: CORP	VIP Code:

Rate/Stay Summary

Arrive: Thursday, January 27, 2011	Date	Rate	Package
Depart: Sunday, January 30, 2011	Thursday, Jan 27, 2011	\$155.00	
#A: 1 #Y: 0 #C: 0	Friday, Jan 28, 2011	\$155.00	
Building: Georgetown Building	Saturday, Jan 29, 2011	\$155.00	
Rm Type: EXECUTIVE SUITE JACUZZI			
# of Rms: 1			
Nights: 3			
Total Room: \$465.00		Total Tax: \$67.44	

Payment/Gtd Summary

Method: VISA	C/C Account# *****2668	
Deposit Requested: 0.00	Deposit Due By:	
Deposit Received: \$0.00		

Please make all cancellations by 3:00 PM (EST) on the day prior to arrival to avoid a charge of one night room and tax. Group bookings subject to 72 hour cancellation and may be subject to additional penalties.

GRADUATION CANCELLATION POLICY (ARRIVALS MAY 19-21, 2011): Payment for 3 nights room and tax required within 72 hours of booking. \$50.00 cancellation fee for reservations cancelled up to 30 days prior to arrival. Cancellation fee of 3 nights room and tax for reservations cancelled within 30 days of arrival. No refunds for early departures.

PLEASE NOTE BUILDING LOCATION -

GEORGETOWN BUILDING - 1111 30th Street, N.W.

HARBOUR BUILDING - 1000 29th Street, N.W.

Check-In Time: 3:00 pm. Check-Out Time: 12:00 p.m.

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PLAINFIELD MUNICIPAL UTILITIES AUTHORITY

127 ROOSEVELT AVENUE • P.O. BOX 5110
PLAINFIELD, N.J. 07061-5110
TEL (908) 226-2518 • FAX (908) 226-2561

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL
PACKING SLIPS, CORRESPONDENCE ETC.

No. 10-01914

ORDER DATE: 12/17/10
REQUISITION NO:
DELIVERY DATE:
STATE CONTRACT NO:
F.O.B. TERMS:

IRS #22-3419364 TAX EXEMPT UNDER PROVISIONS OF
N.J. SALES & USE TAX ACT (CHAPTER 30, LAW OF 1982)

CHECK NO. 21070

CHECK DATE 1/19/11

Pg.

SHIP TO

P.M.U.A.
127 ROOSEVELT AVE.
PLAINFIELD, NJ 07060

VENDOR

VENDOR # WAT01
ERIC C. WATSON

QUANTITY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	TRAVEL ALLOWANCE	0-07-10-300-330	124.2500	124.25
1.00	RE: 74TH ANNUAL STATE CHAMBER WALK, WASHINGTON, DC 1/27/2011 THRU 1/30/2011	0-09-10-300-330	124.2500	124.25
			TOTAL	248.50

VOUCHER COPY - SIGN AT X AND RETURN WITH INVOICE FOR PAYMENT

VENDOR'S CERTIFICATION & DECLARATION I do solemnly declare and certify under the penalties of the law that the within bill is correct in 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. <input checked="" type="checkbox"/> CLAIMANT _____ DATE _____	DEPARTMENT CERTIFICATION 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. <i>Signature Already on File</i>	VENDOR: DO NOT ACCEPT THIS ORDER UNLESS SIGNED BY PURCHASING AGENT REQUISITION APPROVAL <i>Signature Already on File</i>
NOTICE TO VENDOR OR CONTRACTOR ORDER NOT VALID WITHOUT AUTHORIZED SIGNATURE. SHIPPING STATEMENT OR BILL OF LADING MUST ACCOMPANY SHIPMENT. NO CHARGES OTHER THAN THOSE SPECIFIED WILL BE ALLOWED WITHOUT APPROVAL OF THE ISSUING DEPARTMENT. INVOICE MUST BE FOWARDED TO ORIGINATING DEPARTMENT WITH SIGNED VOUCHER.	PAYMENT APPROVAL SIGNATURE _____ DATE _____	PURCHASE ORDER APPROVAL PURCHASING AGENT SIGNATURE 12/17/2010 DATE

VOUCHER COPY - SIGN AT X AND RETURN WITH INVOICE FOR PAYMENT



PLAINFIELD MUNICIPAL UTILITIES AUTHORITY

127 ROOSEVELT AVENUE • P.O. BOX 5110
PLAINFIELD, N.J. 07061-5110
TEL (908) 226-2518 • FAX (908) 226-2561

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKING SLIPS, CORRESPONDENCE, ETC.

No. 10-01873

Pg.

SHIP TO	P.M.U.A. 127 ROOSEVELT AVE. PLAINFIELD, NJ 07060
	VENDOR # GEO01 GEORGETOWN SUITES 1111 30TH ST, NW WASHINGTON DC 20007

ORDER DATE: 12/09/10

REQUISITION NO:

DELIVERY DATE:

STATE CONTRACT NO:

F.O.B. TERMS:

IRS #22-3419364 TAX EXEMPT UNDER PROVISIONS OF N.J. SALES & USE TAX ACT (CHAPTER 30, LAW OF 1966).

CHECK NO. 20974

CHECK DATE 12/22/10

QUANTITY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	ADMINISTRATION	0-07-10-300-329	271.5000	271.50
1.00	HOTEL ACCOMMODATIONS 1/27/2011 THRU 1/30/2011 RE: 74TH ANNUAL STATE CHAMBER WALK TO WASHINGTON & CONGRESSIONAL DINNER ERIC C. WATSON	0-09-10-300-329	271.5000	271.50
			TOTAL	543.00

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VOUCHER COPY - SIGN AT X AND RETURN WITH INVOICE FOR PAYMENT

Georgetown Suites
1111 30th St. NW & 1000 29th St.NW
Washington, DC 20007 USA
Phone: 2022987800/2022981600
Fax: 2023335792/2023332019

Guest Information

DateSent: 12/23/2010

Confirmation# R1A849

Eric Watson ██████ ██████	Home#: ██████████	Share With Name(s):	Additional Name(s):
Plainfileld, NJ 07060	Office#: 908 226 2518		
Company:	Fax#:		
	Mobile#:		
	E-mail Address:		
		Guest Type: UNI	VIP Code:

Rate/Stay Summary

Arrive: Thursday, January 27, 2011	Date	Rate	Package
Depart: Sunday, January 30, 2011	Thursday, Jan 27, 2011	\$175.00	
#A: 1 #Y: 0 #C: 0	Friday, Jan 28, 2011	\$175.00	
Building: Georgetown Building	Saturday, Jan 29, 2011	\$175.00	
Rm Type: LUXURY EXECUTIVE			
# of Rms: 1			
Nights: 3			
Total Room: \$525.00	Total Tax: \$76.14		

Payment/Gtd Summary

Method: VISA	C/C Account# *****2668
Deposit Requested: 0.00	Deposit Due By:
Deposit Received: \$0.00	

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HARBOUR BUILDING - 1000 29th Street, N.W.

Check-In Time: 3:00 pm. Check-Out Time: 12:00 p.m.

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