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PLAINFIELD MUNICIPAL UTULITIES AUTHORITY.

127 ROOSEVELT AVENUE • P.O. BOX 5110. PLAINFIELD, N.J. 07061-5110

GENERAL ACCOUNT

DATE

Bank of America

PLAINFIELD, N.J. 07061

CHECK NO.

019580 No.

AMOUNT

\$14,356.00

01/07/10 19580

FOURTEEN THOUSAND THREE HUNDRED FIFTY SIX AND 00/100 DOLLARS...

2 SIGNATURES REQUIRED IF OVER \$2000.00

) THE-RDER GARNELL V. BAILEY 708 SPOONER AVENUE PLAINFIELD, NJ 07060

AUTHORIZED SIGNATURE



Training & Organizational Development

Make Check Payable to: Garnell V. Bailey

Magoo's Training and Development 708 Spooner Avenue Plainfield, New Jersey 07060

Invoice #7129-01-2010

Subject:

The Relevance of Documentation to the workplace.

This Training and Development Program is designed to specifically address the topics below in an effort to increase worker productivity and reduce liability to PMUA. Note the following subject areas:

- *Human Resources
- *Documentation
- *Professionalism

In addition to the organizational obligations and the application of the above, each Supervisor/Manager will better understand what is expected of them.

Delivery:

The training will be instructor led and conducted from January 12th through January 14th, 2010.

Location:

TBA

Cost of Program \$14,800.00

Fees include: Compilation of Data, Report of Findings, All Required Training Materials, etc...

Maximum Class Size (25)

Note: Invoice paid within 5 days of receipt receives a 3% discount.