



# 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. 10-00161

ORDER DATE: 01/29/10

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. 19924

CHECK DATE 4/14/10

Pg.

SHIP TO  
VENDOR

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

VENDOR #SHER02

SHERATON GREENSBORO HOTEL  
AT FOUR SEASONS  
3121 HIGH POINT ROAD  
GREENSBORO NC. 27407

QUANTITY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	HOTEL ACCOMMODATIONS	0-07-10-300-329	1,843.5000	1,843.50
1.00		0-09-05-300-329	1,843.5000	1,843.50
1.00		0-07-35-300-329	307.5000	307.50
1.00	2010 NFBPA FORUM	0-09-35-300-329	307.5000	307.50
1.00	GREENSBORO, NC	0-07-44-600-329	307.5000	307.50
1.00		0-09-44-600-329	307.5000	307.50
	4/23/10 THRU 4/29/10			
	ERIC C. WATSON			
	DAVID W. ERVIN			
	LANA CARDEN			
	DOLLIE HAMLIN			
1.00	4/23/10 THRU 4/29/10	0-07-42-600-329	0.0000	0.00
1.00		0-09-42-600-329	0.0000	0.00
2.00		0-07-44-600-329	0.0000	0.00
2.00		0-09-44-600-329	0.0000	0.00
2.00		0-09-65-600-329	0.0000	0.00
			TOTAL	4,917.00
			Refunded (see attached)	2,460.04
				<u>2,456.96</u>

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

<b>VENDOR'S CERTIFICATION &amp; DECLARATION</b> 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.  <b>X</b> CLAIMANT _____ DATE _____	<b>DEPARTMENT CERTIFICATION</b> 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.  SIGNATURE _____ DATE _____	<b>VENDOR: DO NOT ACCEPT THIS ORDER UNLESS SIGNED BY PURCHASING AGENT AND CHIEF FINANCIAL OFFICER</b>  <b>REQUISITION APPROVAL</b> DEPARTMENT HEAD _____ DATE _____
	<b>NOTICE TO VENDOR OR CONTRACTOR</b> 1. ORDER NOT VALID WITHOUT AUTHORIZED SIGNATURES. 2. SHIPPING STATEMENT OR BILL OF LADING MUST ACCOMPANY SHIPMENT. 3. NO CHARGES OTHER THAN THOSE SPECIFIED WILL BE ALLOWED WITHOUT APPROVAL OF THE ISSUING DEPARTMENT. 4. INVOICE MUST BE FOWARDED TO ORIGINATING DEPARTMENT WITH SIGNED VOUCHER.	<b>PAYMENT APPROVAL</b>  SIGNATURE _____ DATE _____

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

**PLAINFIELD MUNICIPAL  
UTILITIES AUTHORITY**

APPROVALS:

**Purchase Requisition**

*PURCHASING*

Date: 4/14/2010

Dept. Name

*D. HAMLIN*

Originator Authorization

*[Signature]*

Dept. Authorization

Finance Authorization

Purchasing Agent Authorization

POSITION  
NUMBER

VENDOR NO.: \_\_\_\_\_

VENDOR NAME: Sheraton Greensboro

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ZIP: \_\_\_\_\_

BRC ON FILE: YES \_\_\_\_ NO \_\_\_\_

ACCOUNT CODE: \_\_\_\_\_

SHIPPING INSTRUCTIONS	
Name:	_____
Address:	_____
Address:	_____

SPECIAL INSTRUCTIONS:

ITEM	QTY.	UNIT	ACCOUNT	DESCRIPTION	AMOUNT
<u>1</u>	<u>4</u>	<u>EA</u>		<u>Hotel Accommodations</u>	<u>\$4,917.00</u>
				<u>2010 NFBPA FORUM</u>	
				<u>GREENSBORO, NC</u>	
				<u>4/23/10 - 4/29/10</u>	

TOTAL \$4,917.00