

December 26, 2019
03:29 PM

TOWNSHIP OF NUTLEY
Purchase Order Inquiry

Page No: 1

Purchase No: 19-00153

Status: Clsd

Order Date: 01/17/19

Due Date:

Description: MUN CLERK PRG TRAMONTANA

P.O. Total: 685.00

Void Total: 0.00

Vendor: RUT07

RUTGERS, THE STATE UNIVERSITY

CENTER FOR GOVT SERVICES

33 LIVINGSTON AVE SUITE 200

NEW BRUNSWICK NJ 08901-1979

Seq	Catalog Num	Qty	Unit	Price	Item Total	Stat/Chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice
	Line Item Descript					Charge Acct			Charge Acct	Description
	Line Item Notes									
1		1.0000		685.0000	685.00	P 134928	01/24/19	02/05/19	02/05/19	44422
	MUN CLERK PRG TRAMONTANA					9-01- -210-231				TRAVEL TRAINING & CONVENTION
					685.00					

2/5/19

#134928

TOWNSHIP OF NUTLEY1 KENNEDY DRIVE
NUTLEY, N.J. 07110
(973) 284-4960

FAX (973) 284-4919

E-MAIL: PURCHASING@NUTLEYNJ.ORG

JAN 24 2019

VENDOR NO.

RUTO7**134928**

TO:

Rutgers Center for Government Services
Municipal Clerk Program
303 George Street, Suite 604
New Brunswick, NJ 08901-2020

CHECK NO.

CHECK DATE

VOUCHER NO.

VENDOR INV. #

FEB 05 2018**19-00153****FEB 05 2018**

DATE OF ORDER	REQUISITION NUMBER	USING DEPARTMENT	DELIVERY REQUESTED BY
01/10/2019		Office of the Municipal Clerk	

	DESCRIPTION	ACCOUNT NUMBER	UNIT PRICE	EXTENDED PRICE
V O U C H E R	Municipal Clerk Program	9-01-210-231		
	Ceci Tramontana			
	Municipal Clerk Review			\$685.00
	Code: MC-4005-SP19-1 / Freehold			
	February 9, 16 and 23, 2019 (3 sessions)			
	9:00 A.M. - 5:00 P.M.			
	TAX EXEMPT * 22-60021-67			

FOR VENDORS USE

I do solemnly declare and certify, under the penalties of the law that the within claim against THE TOWNSHIP OF NUTLEY, is just and true and that the work has been performed, and the materials have been furnished; that no bonus has been given or received by any person or persons with the knowledge of the said deponent in connection with the above claim; that it is in all respects a bona fide and fair claim; and that the amount charged is a reasonable one.

X

SEE ATTACHED

CLAIMANT

DATE

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

Rosemary Costa (JA)
TREASURER

OFFICER'S OR EMPLOYEE'S CERTIFICATION
Having knowledge of the facts in the course of regular procedures, I certify that the materials and supplies have been received or the services rendered; said certification is based on delivery slips acknowledged by a municipal official or employee or other reasonable procedures.

Signature
Signature**Total Amount \$685.00**

APPROVED

Kathy Rempishinski
PURCHASING AGENTSignature
DIRECTOR**SIGN AT X AND RETURN FOR PAYMENT**

TOWNSHIP OF NUTLEY

1 KENNEDY DRIVE
 NUTLEY, N.J. 07110
 (973) 284-4960
 FAX (973) 284-4919
 E-MAIL: PURCHASING@NUTLEYNJ.ORG

VENDOR NO. _____

TO:

Rutgers Center for Government Services
 Municipal Clerk Program
 303 George Street, Suite 604
 New Brunswick, NJ 08901-2020

CHECK NO. _____

CHECK DATE _____

VOUCHER NO. _____

VENDOR INV. # _____

19-00153

DATE OF ORDER 01/10/2019	REQUISITION NUMBER	USING DEPARTMENT Office of the Municipal Clerk	DELIVERY REQUESTED BY	
DESCRIPTION		ACCOUNT NUMBER	UNIT PRICE	EXTENDED PRICE
Municipal Clerk Program		9-01-210-231		
Ceci Tramontana				
Municipal Clerk Review				
Code: MC-4005-SP19-1 / Freehold				\$685.00
February 9, 16 and 23, 2019 (3 sessions)				
9:00 A.M. - 5:00 P.M.				
TAX EXEMPT * 22-60021-67				

V
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U
C
H
E
RSENT
1-10-2019**FOR VENDORS USE**

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X Handwritten signature
 CLAIMANT

DATE

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

TREASURER

OFFICER'S OR EMPLOYEE'S CERTIFICATION
 Having knowledge of the facts in the course of regular procedures, I certify that the materials and supplies have been received or the services rendered; said certification is based on delivery slips acknowledged by a municipal official or employee or other reasonable procedures.

Signature

Total Amount \$685.00

APPROVED

PURCHASING AGENT

DIRECTOR

SIGN AT X AND RETURN FOR PAYMENT

Center for Government Services
303 George Street
Suite 604
New Brunswick, NJ 08901



Nutley Township
Accounts Payable
1 Kennedy Drive
Nutley, NJ 07110

INVOICE

Invoice Number 44422
Invoice Date 1/16/19

Purchase Order 19-00153

#	Client	Item / Description	Unit Price	Qty	Amount
1	Ceci Tramontana RU4092912	Registration Fee Municipal Clerk Review Session: 2019 Spring Course: MC-4005-SP19-1 Start: 2/9/19 Account:	685.00	1.00	685.00
Receipt# Date Amount Pay Type* Course Paid By Refund Chk/Card					Total 685.00
Total Payments: * OnAccount Given and OnAccount transfer payment transactions do not calculate into Total Paid.					Paid 0.00
					Due 685.00

Please make checks payable to Rutgers University.

Phone	Fax	Email	Web Site
(732) 932-3640	(732) 932-3586	cgs@docs.rutgers.edu	http://cgs.rutgers.edu

REGISTRATION FORM

PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS • ONLINE REGISTRATION AVAILABLE AT CGS.RUTGERS.EDU

Mail registration form and payment to:
MUNICIPAL CLERK PROGRAM
RUTGERS CENTER FOR GOVERNMENT SERVICES
303 George Street, Suite 604
New Brunswick, NJ 08901-2020
Or fax to: 732-932-3586

GENERAL INFORMATION

If home or employer information has changed since your last registration, check here. ☐

Last Name Tramontana

First Name Ceci Middle Initial _____

Gender ☒ Female ☐ Male

Employer Township of Nutley

Title Clerk

Business Address

Street 1 Kennedy Drive

City Nutley

State New Jersey Zip 07110

Home Address

Street [REDACTED]

City Nutley

State New Jersey Zip 07110

Phone Numbers (required – check box for preferred)

☒ Mobile [REDACTED] ☐ Home [REDACTED]

☐ Business 973-284-4951 Ext. 2233

E-mail Addresses (required – check box for preferred)

☐ Business ctramontana@nutleynj.org

☒ Home [REDACTED]

COURSE INFORMATION

I wish to register for:

Title Municipal Clerk Review

Code MC-4005-SP19-1 Fee \$685.00

Location Freehold

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Prerequisite(s) (if applicable) _____

Completion Date _____ Location _____

PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to: Rutgers, The State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register online at: <http://cgs.rutgers.edu>. Click on the red "Register Now" button.

There is a \$25 fee for course withdrawals and/or returned checks.

CENTER FOR GOVERNMENT SERVICES

Local Elections Administration
 21 Hours \$685

MC-4002-SP19-1 South Plainfield
 Municipal Building
 2480 Plainfield Avenue, Council Chambers
 Fri, March 8, 15, 22, 29* (4 Sessions)
 9:00 a.m. - 4:00 p.m. and 9:00 a.m. - 12:00 p.m.*
 Instructor: Amy Antonides

MC-4002OL-SP19-1 Online Blended Course, Mantua
 Municipal Building
 401 Main Street
 Mon, January 7 - Sat, February 9
 9:00 a.m. - 4:00 p.m.
 Instructor: Jennica Bileci
See the online blended course information on page 7.

MC-4002OL-SP19-2 Online Blended Course, Mantua
 Municipal Building
 401 Main Street
 Mon, March 25 - Sat, April 27
 9:00 a.m. - 4:00 p.m.
 Instructor: Jennica Bileci
See the online blended course information on page 7.

Municipal Finance Administration for the Municipal Clerk
 24 Hours \$775

MC-4003-SP19-1 Lakewood
 Georgian Court University
 900 Lakewood Avenue, Jeffries Hall
 Sat, January 26, February 2, 9, 16 (4 Sessions)
 9:00 a.m. - 4:00 p.m.
 Instructor: Lucy Samuelson

MC-4003-SP19-2 Lakewood
 Georgian Court University
 900 Lakewood Avenue, Jeffries Hall
 Fri, March 8, 15, 22, 29 (4 Sessions)
 9:00 a.m. - 4:00 p.m.
 Instructor: Mark Mutter
Please view the campus map at www.georgian.edu/directions

MC-4003-SP19-3 Morris Plains
 Morris County Public Safety Training Academy
 500 West Hanover Avenue
 Sat, April 27, May 4, 11, 18 (4 Sessions)
 9:00 a.m. - 4:00 p.m.
 Instructor: Kathy Coviello

MUNICIPAL CLERK PROGRAM

Information and Records Management
 21 Hours \$685

MC-4004-SP19-1 Bordentown
 Rutgers EcoComplex
 1200 Florence-Columbus Road
 Fri, March 1, 8, 15, 22* (4 Sessions)
 9:00 a.m. - 4:00 p.m. and 9:00 a.m. - 12:00 p.m.*
 Instructor: Elaine Kennedy

MC-4004-SP19-2 Wayne and Oakland**
 Passaic County Community College/Public Safety Academy,
 300 Oldham Road AND FileBank, 23 Thornton Road,
 Oakland**
 Sat, April 6, 13, 27**, May 4* (4 Sessions)
 9:00 a.m. - 4:00 p.m. and 9:00 a.m. - 12:00 p.m.*
 Instructor: Paul Margiotta

Note: Class will meet in Wayne on April 6, 13, May 4. Class will meet in Oakland on April 27.

Municipal Clerk Review
 21 hours \$685

MC-4005-SP19-1 Freehold
 Western Monmouth Higher Education Center/Brookdale
 Community College, 3680 Route 9 South
 Sat, February 9, 16, 23 (3 Sessions)
 9:00 a.m. - 5:00 p.m.
 Instructor: Amy Antonides

MC-4005-SP19-2 Lakewood
 Georgian Court University
 900 Lakewood Avenue, Jeffries Hall
 Sat, March 2, 9, 16 (3 Sessions)
 9:00 a.m. - 5:00 p.m.
 Instructor: Lucy Samuelson
(Please view the campus map at www.georgian.edu/directions)

**The review is open to students who have completed all five courses. Exam applications must be filed with the DCA one month before the exam date.*