

December 26, 2019
03:29 PM

TOWNSHIP OF NUTLEY
Purchase Order Inquiry

Page No: 1

Purchase No: 19-00258

Status: Clsd

Order Date: 01/24/19

Due Date:

Description: PUBLIC PURCHASING CLASS 5 CLSS

P.O. Total: 1,954.00

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	EA	977.0000	977.00	P 134928	01/24/19	02/05/19	02/05/19	44702
	PUBLIC PURCHASING GREULICH					9-01- -220-231				TRAVEL TRAINING & CONVENTION
2		1.0000	EA	977.0000	977.00	P 134928	02/01/19	02/05/19	02/05/19	44701
	PUBLIC PURCHASING ARDIZZONE					9-01- -220-231				TRAVEL TRAINING & CONVENTION
					1,954.00					

2/5/19

#134928

TOWNSHIP OF NUTLEY

1 KENNEDY DRIVE

NUTLEY, N.J. 07110

(973) 284-4960

FAX (973) 284-4919

E-MAIL: PURCHASING@NUTLEYNJ.ORG

FEB 04 2019

VENDOR NO. RUT15

TO:

Rutgers, The State Univ of NJ
303 George Street
Suite 604
New Brunswick, NJ 08901

CHECK NO.

134928

CHECK DATE

FEB 05 2019

VOUCHER NO.

VENDOR INV. #

19-00258

DATE OF ORDER	REQUISITION NUMBER	USING DEPARTMENT	DELIVERY REQUESTED BY
01/25/2019		REVENUE & FINANCE	

	DESCRIPTION	ACCOUNT NUMBER	UNIT PRICE	EXTENDED PRICE
V O U C H E R	PRINCIPLES OF PUBLIC PURCHASING 1	9-01-220-231		
	PP-2201-SP19-3			
	EMERSON BOROUGH HALL			
	FEB 21,28 & MARCH 7,14,21			
	ROBYN GREULICH			\$977.00
	JAIME ARDIZZONE			\$977.00
	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.

SEE ATTACHED

CLAIMANT

DATE

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered

Rosemary Costa (RC)
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

SIGN AT X AND RETURN FOR PAYMENT**Total
Amount****\$1,954.00**

APPROVED

PURCHASING AGENT

DIRECTOR

TOWNSHIP OF NUTLEY

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

VENDOR NO. RUT15

TO:

Rutgers, The State Univ of NJ
303 George Street
Suite 604
New Brunswick, NJ 08901

CHECK NO. _____

CHECK DATE _____

VOUCHER NO. _____

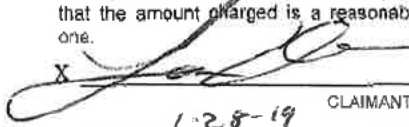
VENDOR INV. # _____

19-00258

DATE OF ORDER	REQUISITION NUMBER	USING DEPARTMENT	DELIVERY REQUESTED BY	
01/25/2019		REVENUE & FINANCE		
	DESCRIPTION	ACCOUNT NUMBER	UNIT PRICE	EXTENDED PRICE
V O U C H E R	PRINCIPLES OF PUBLIC PURCHASING 1	9-01-220-231		
	PP-2201-SP18-3			
	EMERSON BOROUGH HALL			
	FEB 21,28 & MARCH 7,14,21			
	ROBYN GREULICH			\$977.00
	JAIME ARDIZZONE			\$977.00
	TAX EXEMPT * 22-60021-67			

SENT
1-28-2019**FOR VENDORS USE**

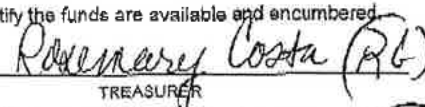
I do solemnly declare and certify, under the penalties of the law that the within claim against THE TOWNSHIP OF NUTLEY, is just and true and that the work has been performed, and the materials have been furnished; that no bonus has been given or received by any person or persons with the knowledge of 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 
1-28-19 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 _____

Signature _____

Total
Amount **\$1,954.00**

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 44701
Invoice Date 1/28/19

Purchase Order 19-00258

#	Client	Item / Description	Unit Price	Qty	Amount
1	Jaime Ardizzone RU41316495	Registration Fee Principles of Public Purchasing 1 Session: 2019 Spring Course: PP-2201-SP19-3 Start: 2/21/19 Account:	977.00	1.00	977.00
Receipt# Date Amount Pay Type* Course Paid By Refund Chk/Card					Total 977.00
Total Payments: * OnAccount Given and OnAccount transfer payment transactions do not calculate into Total Paid.					Paid 0.00
					Due 977.00

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

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 44702
Invoice Date 1/28/19

Purchase Order 19-00258

#	Client	Item / Description	Unit Price	Qty	Amount
1	Robin Greulich RU41316500	Registration Fee Principles of Public Purchasing 1 Session: 2019 Spring Course: PP-2201-SP19-3 Start: 2/21/19 Account:	977.00	1.00	977.00
<u>Receipt#</u> <u>Date</u> <u>Amount</u> <u>Pay Type*</u> <u>Course</u> <u>Paid By</u> <u>Refund</u> <u>Chk/Card</u>					Total 977.00
Total Payments: * OnAccount Given and OnAccount transfer payment transactions do not calculate into Total Paid.					Paid 0.00
					Due 977.00

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

PLEASE PHOTOCOPY FOR MULTIPLE REGISTRATIONS

Mail registration form and payment to:
PUBLIC PURCHASING PROGRAM
CENTER FOR GOVERNMENT SERVICES
Rutgers, The State University of New Jersey
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 GREULICH

First Name ROBYN Middle Initial _____

Gender ☒ Female ☐ Male

Employer Township of Nutley

Title Purchasing Clerk

Business Address

Street 1 Kennedy Drive

City Nutley

State NJ Zip 07110

Home Address

Street [REDACTED]

City Nutley

State NJ Zip 07110

Phone Numbers (required – check box for preferred)

☒ Mobile [REDACTED] ☐ Home _____

☐ Work _____ Extension _____

E-mail (required) RGREULICH@NUTLEYNJ.ORG

PLEASE PHOTOCOPY FOR MULTIPLE REGISTRATIONS

COURSE INFORMATION

I wish to register for:

Course Title PUBLIC Purchasing

Course ID PP-2201-SPI9-3 Fee 977.00

Course Location Emerson

Course Title _____

Course ID _____ Fee _____

Course Location _____

Course Title _____

Course ID _____ Fee _____

Course Location _____

Prerequisite Course(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 the above address.

In accordance with University policies, credit card information is not 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.

PLEASE PHOTOCOPY FOR MULTIPLE REGISTRATIONS

Mail registration form and payment to:
PUBLIC PURCHASING PROGRAM
CENTER FOR GOVERNMENT SERVICES
Rutgers, The State University of New Jersey
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 Ardizzone

First Name Jaime Middle Initial _____

Gender ☒ Female ☐ Male

Employer Township of Nutley

Title Purchasing Clerk

Business Address

Street 1 Kennedy Drive

City Nutley

State NJ Zip 07110

Home Address

Street [REDACTED]

City Nutley

State NJ Zip 07110

Phone Numbers (required – check box for preferred)

☒ Mobile [REDACTED] ☐ Home _____

☐ Work _____ Extension _____

E-mail (required) jardizzone@nutleynj.org

PLEASE PHOTOCOPY FOR MULTIPLE REGISTRATIONS

COURSE INFORMATION

I wish to register for:

Course Title Public Purchasing

Course ID PP-2201-SP19-3 Fee 977 \$

Course Location Emerson

Course Title _____

Course ID _____ Fee _____

Course Location _____

Course Title _____

Course ID _____ Fee _____

Course Location _____

Prerequisite Course(s) (if applicable) _____

Completion Date _____ Location _____

PAYMENT INFORMATION

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TOWNSHIP OF NUTLEY
1 KENNEDY DRIVE
NUTLEY, NEW JERSEY 07110
PHONE: 973-284-4960
FAX: 973-284-4919
E-MAIL: RGREULICH@NUTLEYNJ.ORG

fax

TO: Rutgers	FROM: Robyn Greulich
FAX: 732-932-3586	PAGES:
PHONE:	DATE: 1/28/2019
RE: Class Registration	CC: [Names]

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Comments:

Attached are 2 registrations for Principles of Purchasing. Also attached is the Purchase Order Voucher that requires signature to process payment.

Please confirm that registration has been processed.

Thanks,

Robyn 973-284-4960 x 2210

CENTER FOR
GOVERNMENT SERVICES

Public Purchasing

COURSES FOR NEW JERSEY LOCAL
GOVERNMENT || SPRING 2019 SCHEDULE



RUTGERS
Continuing Studies

PROGRAM COURSES

Principles of Public Purchasing 1 – 30 Hours

Prerequisite: None

This introductory purchasing course acquaints public purchasing agents, as well as other public officials responsible for purchasing, with sound purchasing practices and principles. It covers the application of appropriate guidelines, techniques, and requirements for establishing a purchasing agency and the basis to encumbering. Other topics include a discussion of intergovernmental cooperative purchasing, centralized purchasing, specification writing, the public contracts law, and related legislation. A final exam is given.

Principles of Public Purchasing 2 – 30 Hours

Prerequisite: Principles of Public Purchasing 1

This course emphasizes advanced information, topics, and techniques for experienced public purchasing personnel, including the Uniform Commercial Code, Local Public Contracts Law and statutory applications in judicial decisions, and antitrust law. A final exam is given.

Principles of Public Purchasing 3 – 30 Hours

Prerequisites: Principles of Public Purchasing 1 and 2

This course covers the competitive contracting process in public purchasing with an emphasis on bid specifications and Request for Proposals (RFP). It also discusses current procurement subjects and ethical issues in the purchasing field. Students are expected to complete class exercises and contribute to current issues' discussions. A final exam is given.

Municipal Finance Administration for Public Purchasing Personnel – 26 Hours

Prerequisite: None

This program covers all of the material provided in the standard Municipal Finance Administration course (see description below), with an emphasis on the procurement perspective of finance administration. It does not meet the criteria for CMFO certification. A final exam is given.

Municipal Finance Administration (CMFO) – 26 Hours

Prerequisite: None

This introductory course in the field of municipal finance is designed to provide a foundation for a better understanding of New Jersey local government fiscal affairs. Topics include the institutional framework of local government, the state's role in supervision and assistance, property tax administration, assessment administration, caps, budgeting, budget execution, purchasing, and treasury management. A final exam is given.

NOTE: PASSING GRADE IS 80%

CONTINUING EDUCATION PROGRAMS IN PUBLIC PURCHASING

Basics of Green Product Purchasing – 3 Hours

This course suggests strategies for optimizing purchasing decisions in terms of environmental performance, safety, product performance, and long and short-term costs.

Beyond the Local Public Contracts Law – 6 Hours

The LPCL & Rules are not the only ones that impact how specifications and requests for proposals are developed. This course examines when and how other laws and rules influence the outcome of final specifications and requests.

Competitive Contracting – 6 Hours

This seminar reviews the benefits and constraints of competitive contracting describing the process for developing evaluation criteria, the methodology for evaluating the criteria, and the weighing of criteria for "other factors".

Contract Administration – 3 Hours

This course describes the process to ensure that awarded contracts are properly administered.

Ethics – 3 Hours

This session provides an introduction and examination of the NJ Ethics in Local Government laws and standards.

The seminar focuses on the legal, political and personal implications of serving in a position of public trust.

Introduction to Public Purchasing – 4 Hours

The program introduces the basic legal requirements of purchasing; explains forms, processes, and vocabulary; and recommends effective strategies to create an efficient purchasing organization.

Local Public Contracts Law Rules – 6 Hours

This seminar is offered to purchasing personnel to provide a foundation of understanding while updating knowledge of, and application on, the intent and spirit of the Local Public Contracts Law Rules.

Negotiation in the Purchasing Process - 3 Hours

The course discusses the proper times to use, and not use, negotiation. It also covers examples and the philosophy of building a negotiation team.

Public School Bidding – 6 Hours

This course takes the student through the step-by-step process of public school bidding and quotations for goods and services as well as public work construction bids in accordance with N.J.S.A. 18A:10A-1et seq.

QPA Examination Review – 18 Hours

The 3-day course reviews the public purchasing curriculum, Local Public Contracts Law and Administrative Code, relevant laws affecting purchasing, and Local Finance Notices in preparation for the QPA state examination.

Rejection of Low Bidder – 3 Hours

This course discusses the proper times to use, and not use, negotiation. It also covers examples as well as the philosophy of building a negotiation team.

PUBLIC PURCHASING SPRING 2019

**PRINCIPLES OF PUBLIC
PURCHASING 1, 30 HRS**

PP-2201-SP19-1, \$977

Morris Plains/Parsippany

Morris County Public Safety
Training Academy, Rm. 140
500 West Hanover Avenue
Saturday, 5 Sessions
January 12, 19, 26,
February 2, 9
9:30 AM – 4:00 PM
Suzanne Taylor, QPA/RPPO
Director of Purchasing
North Bergen

PP-2201-SP19-2, \$977

Egg Harbor Township

Anthony "Tony" Canale
Training Center
5033 English Creek Avenue
Friday, 5 Sessions
February 1, 8, 15, 22,
March 1, (8, if needed)
8:30 AM – 4:00 PM
Palma Conover, Purchasing
Agent, Atlantic County

PP-2201-SP19-3, \$977

Emerson

Borough Hall
1 Municipal Place
Council Chambers
Thursday, 5 sessions
February 21, 28,
March 7, 14, 21
9:00 AM – 4:00 PM
Robert S. (Bob) Hoffmann
Borough Administrator
Emerson

PP-2201-SP19-4, \$977

New Brunswick

Rutgers University, CGS
303 George Street
6th Floor, Room A
Wednesday, 5 sessions
May 8, 15, 22, 29,
June 5
9:00 AM – 4:00 PM
Sean P. Canning, Principal
The Canning Group
NO. 3

**PRINCIPLES OF PUBLIC
PURCHASING 1 (CONT'D.)**

PP-2201-SP19-5, \$977

Waretown

Ocean County Fire &
First Aid Training Center
200 Volunteer Way
Room B
Thursday, 5 Sessions
May 9, 16, 23, 30,
June 6
9:00 AM – 4:00 PM
Tammy Bacon
QPA/RPPO

**PRINCIPLES OF PUBLIC
PURCHASING 2, 30 HRS**

PP-2202-SP19-1, \$962

Clementon

Camden County Educational
Services Commission
225 White Horse Avenue
Tue/Thur*, 4 Sessions
January 15, 17*, 22, 29+
9:00 AM – 5:00 PM
9:00 AM – 3:00 PM+
Millicent Davis, DBA
Purchasing Supervisor
Gloucester Township BOE
(retired)

PP-2202-SP19-2, \$962

Somerville

Somerset County
Administration Building
20 Grove St., 3th Floor
Human Resource
Training Room
Wednesday, 5 Sessions
March 6, 13, 20, 27,
April 3
9:00 AM – 3:30 PM
Melissa Kosensky, QPA
Assistant Purchasing Agent
Somerset County

PUBLIC PURCHASING SPRING 2019

PRINCIPLES OF PUBLIC PURCHASING 3, 30 HRS

P-2203-SP19-1, \$964

Morris Plains/Parsippany
Morris County Public Safety
Training Academy
500 West Hanover Avenue
Wednesday, 9 Sessions
January 9, 16, 23, 30,
February 6, 13, 20, 27,
March 6
9:00 AM – 12:30 PM
Sean P. Canning
Principal
The Canning Group

PP-2203-SP19-2, \$964

Bordentown
Rutgers Eco-Complex
1200 Florence-Columbus Rd.
Room 105/106
Saturday, 5 Sessions
February 23,
March 2, 16, 23, 30
10:00 AM – 4:30 PM
Anna Marie Wright
QPA/CCPO
Purchasing Agent
Camden County

PP-2203-SP19-3, \$964

Paramus
Bergen County
Community Services Building
327 East Ridgewood Ave.
1st Fl Auditorium
Monday, 5 Sessions
February 11, 25,
March 4, 11, 18
9:30 AM – 4:00 PM
Gerald T. Reiner, Jr.
Purchasing Agent
Bergen County

MUNICIPAL FINANCE ADMINISTRATION FOR PURCHASING PROFESSIONALS, 26 HRS

PP-2204-SP19-1, \$831

Bordentown
Rutgers Eco-Complex
1200 Florence-Columbus Rd.
Room 202
Thursday, 5 Sessions
March 14, 21,
April 4, 11, 18
9:00 AM – 3:30 PM
Susan Jacobucci
Administrator
Paulsboro

QPA EXAMINATION REVIEW, 18 HRS

PP-2240-SP19-1, \$658

New Brunswick
Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Thursday, 3 Sessions
May 16, 23, 30
9:00 AM – 4:00 PM
Joseph Valenti, LLC
Bureau Chief
DLGS, NJ DCA (Retired) &
Mary Louise Stanton, QPA/
RPPO, Purchasing Agent
Somerset County (Retired)

CONTINUING EDUCATION

6 HOURS

BEYOND THE LPCL

PP-2206-SP19-1, \$228

New Brunswick
Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Thursday, June 6
9:00 AM – 4:00 PM
Joseph Valenti, Bureau Chief,
DLGS, NJ DCA (Retired)

PUBLIC PURCHASING SPRING 2019

CONTINUING EDUCATION (CONT'D)

6 HOURS

**COMPETITIVE CONTRACTING
PP-2213-SP19-1, \$224**

New Brunswick
Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Tuesday, March 19
9:00 AM – 3:30 PM
Mary Louise Stanton, QPA/
RPPO, Purchasing Agent
Somerset County (Retired)

**LPCL RULES
PP-2214-SP19-1, \$228**

New Brunswick
Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Tuesday, March 5
9:00 AM – 4:00 PM
Joseph Valenti, Bureau Chief,
DLGS, NJ DCA (Retired)

**PUBLIC SCHOOL BIDDING
PP-2208-SP19-1, \$248**

New Brunswick
Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wednesday, April 3
9:00 AM – 4:00 PM
James Shoop, SBA LLC
SBA/BS/PA

4 HOURS

INTRODUCTION TO PUBLIC PURCHASING

PP-2210-SP19-1, \$164
New Brunswick
Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Thursday, March 7
9:00 AM – 1:00 PM
Suzanne Taylor, QPA/RPPO
Director of Purchasing
North Bergen
NO.7

INTRODUCTION TO PUBLIC PURCHASING (CONT'D)

PP-2210-SP19-2, \$164
Morris Plains/Parsippany
Morris County Public Safety
Training Academy, Rm. 102A
500 West Hanover Avenue
Friday, March 15
8:30 AM – 12:30 PM
Ann Marie Spagnola
MPA/QPA, Administrative
Specialist, NJ Judiciary,
Purchase & Property Unit

PP-2210-SP19-3, \$164
Waretown
Ocean County Fire &
First Aid Training Center
200 Volunteer Way
Room A
Tuesday, May 7
9:00 AM – 1:00 PM
Tammy Fetherman Bacon
QPA/RPPO

3 HOURS

**CONTRACT ADMINISTRATION
PP-2224-SP19-2, \$124**
Egg Harbor Township
Anthony "Tony" Canale
Training Center
5033 English Creek Ave.
Friday, March 15
1:00 PM – 4:00 PM
Gordon Ball
Procurement Specialist
DLGS, NJ DCA (Retired)

**ETHICS
PP-2220-SP19-1, \$120**
Egg Harbor Township
Anthony "Tony" Canale
Training Center
5033 English Creek Ave.
Friday, March 29
1:00 PM – 4:00 PM
Gordon Ball
Procurement Specialist
DLGS, NJ DCA (Retired)

PUBLIC PURCHASING SPRING 2019

CONTINUING EDUCATION (CONT'D)

**ETHICS (CONT'D)
PP-2220-SP19-2, \$120**
Bordentown
Rutgers Eco-Complex
1200 Florence-Columbus Rd.
Room 202
Wednesday, June 12
9:00 AM – 12:00 PM
Susan Jacobucci
Administrator
Paulsboro

**NEGOTIATION STRATEGIES
PP-2226-SP19-1, \$124**
Egg Harbor Township
Anthony "Tony" Canale
Training Center
5033 English Creek Ave.
Friday, March 29
9:00 AM – 12:00 PM
Gordon Ball
Procurement Specialist
DLGS, NJ DCA (Retired)

**REJECTING A LOW BID
PP-2225-SP19-1, \$124**
Egg Harbor Township
Anthony "Tony" Canale
Training Center
5033 English Creek Ave.
Friday, March 15
9:00 AM – 12:00 PM
Gordon Ball
Procurement Specialist
DLGS, NJ DCA (Retired)

SAVE THE DATE!
RUTGERS UNIVERSITY
50TH ANNUAL
PUBLIC PURCHASING
EDUCATIONAL FORUM
May 1 & 2, 2019
Golden Nugget Hotel
Atlantic City
More details to follow.

BASICS OF GREEN PRODUCT PURCHASING

PP-2216-SP19-1, \$128
New Brunswick
Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wednesday, February 27
9:00 AM – 12:00 PM
Suzanne Taylor, QPA/RPPO
Director of Purchasing
North Bergen

PP-2216-SP19-2, \$128
Morris Plains/Parsippany
Morris County Public Safety
Training Academy
500 West Hanover Avenue
Friday, March 15
1:30 PM - 4:30 PM
Ann Marie Spagnola
MPA/QPA, Administrative
Specialist, NJ Judiciary,
Purchase & Property Unit

PP-2216-SP19-3, \$128
Waretown
Ocean County Fire &
First Aid Training Center
200 Volunteer Way
Room A
Tuesday, May 21
9:00 AM – 12:00 PM
Tammy Bacon
QPA/RPPO

**GREEN PROCUREMENT
PP-2227-SP19-4, \$128**
Atlantic City
Golden Nugget Hotel
600 Huron Avenue
Grand Ballroom A
Tuesday, April 30
3:00 PM - 6:00 PM
Susan Jacobucci
Administrator
Borough of Paulsboro

CONTACT INFORMATION

Center for Government Services
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, NJ
08901-2020
732-932-3640
www.cgs.rutgers.edu

REGISTRATION INFORMATION

Courses are scheduled during the fall, spring and summer semesters throughout the state. Announcements containing specific course information are available each semester and may be found on the Center's website: www.cgs.rutgers.edu

Enrollment: A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and on-line registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved. Students may register online with a credit card or e-check. Go to <http://cgs.rutgers.edu> and click on the "Register Now" link in the left column.

To ensure that course materials are available the first session of your course, it is strongly recommended you register at least one week prior to the course start date.

In-person registrations at the course location on the night of the first class are considered "walk-ins." Walk-ins are accepted but not encouraged and will be assessed a \$15 late registration fee. In addition, walk-in students must complete an "Agreement-to-Pay Form" and will be contacted by CGS immediately after the first class. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days of the first class. Walk-ins already on financial hold will not be permitted to complete their registration unless the delinquency is resolved.

Course Fees and Payment: Payment for a student's participation in a course can be obtained using any of the following three methods:

- 1) Credit card payment by mail, in-person or fax (Visa/ MasterCard/Discover/American Express) available through online registration at: <http://cgs.rutgers.edu/>
- 2) Check or money order payment by mail or in person
- 3) Authorized voucher or purchase order

Actual course fees vary per course as courses have different hours of instructional time and the cost of study materials are dissimilar. Upon receipt of a completed registration form and payment, a class space is reserved for the student. Confirmation letters regarding registration will not be sent.

NO. 9

Financing: If financing is needed, apply for the Sallie Mae Smart Option Student Loan as soon as possible at www.salliemae.com/00262990.

Late Fees: Students are required to register for classes before the date of the first class session. Any student who attempts to register on (or after) the day of the first class will be considered a late registrant and will be assessed a \$15 late fee for the processing of the registration.

Returned Check Fee Policy: There is a \$25 fee for all checks that are returned to CGS. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

Withdrawals/Transfers: All requests to change registration status, either by withdrawal or transfer, must be submitted in writing at least 2 business days before the course start date and will incur a \$25 processing fee. Withdrawals will be refunded, minus the \$25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

Course Cancellation Policy: The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for courses cancelled by CGS or exercising the option to enroll in the same or another course in this or the following semester. In the event there is a difference in course fees between the course that was cancelled and the alternate course, an adjustment will be made. A student may not select an alternative course that has a prerequisite if the prerequisite has not been met.

Education Credit: Selected courses in the CGS program qualify for continuing education credit toward renewal of certain professional licenses and academic credit. The CGS website lists the specific courses where continuing education credit is available.

CPE Continuing Education Credit: Selected courses in the CGS program are approved by the New Jersey State Board of Accountancy for CPE credit under Rutgers University sponsor #703.

Certificates: Certificates are mailed to students after the successful completion of each course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.

Special Needs Students: Students with special needs are encouraged to contact CGS so that appropriate accommodations may be made.

NO. 10

RUTGERS

Continuing Studies

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