

Office of the City Clerk



PHYLLIS RILEY
Deputy City Clerk

CITY HALL - 3RD FLOOR
155 MARKET STREET
PATERSON, NEW JERSEY 07505

OFFICE: (973) 321-1310
FAX: (973) 321-1311

January 23, 2026

opra+request-70930-6c66c84f@requests.opramachine.com

Concerned Citizen

FILE NO: CA25:0159A

Dear Sirs:

Enclosed please find the information you have requested from the City of Paterson under the Open Public Records Act (OPRA).

The response is in full and final satisfaction of your OPRA request submitted to the City Clerk's Office.

If you have additional questions, please submit a new OPRA request.

Sincerely,

Phyllis Riley

PHYLLIS RILEY
DEPUTY CITY CLERK

/th

Encs.

CA25:0159A

Due Date: 1/29/2025

Twydaisha Hilbert

From: Concerned Civilian <opra+request-70930-6c66c84f@requests.opramachine.com>
Sent: Tuesday, January 21, 2025 11:42 AM
To: Opra Request
Subject: OPRA request - Education Benefits

RCVD CITY OF PATERSON
2025 JAN 21 PM2:49

JACQUELINE MURRAY
ACTING CITY CLERK

EXTERNAL EMAIL: Be cautious with links/attachments

Dear Paterson City,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested:

Pursuant to the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., I am requesting access to the following records specifically pertaining to city employee, Stephanie Pabon, Director of Personnel:

Records of any educational expenses (e.g., tuition, fees, certifications, or training programs) paid for or reimbursed by the city on behalf of Stephanie Pabon during her tenure as a city employee.

Documentation of any policies, ordinances, or agreements governing education reimbursements or payments applicable to Stephanie Pabon.

Copies of invoices, receipts, or records detailing payments made by the city to educational institutions or to Stephanie Pabon for education-related expenses.

Records of any agreements signed by Stephanie Pabon requiring her to remain employed with the city for a specific period after receiving education reimbursement.

Records specifying whether the education funded for Stephanie Pabon was a requirement or enhancement for her role, including related job descriptions or qualifications.

Documentation showing the total amount of funds allocated and spent by the city on Stephanie Pabon's education, if available.

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

Concerned Civilian

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-70930-6c66c84f@requests.opramachine.com

Is oprarequest@patersonnj.gov the wrong address for OPRA requests to Paterson City? If so, please contact us using this form:

REGISTRATION FORM



RUTGERS

Continuing Studies

Please email this form with a
purchase order/voucher to:
CELG@docs.rutgers.edu (do not mail)

GENERAL INFORMATION

Last Name Pabon
First Name Stephanie Middle Initial _____
Employer City of Paterson
Title Personnel Director

Business Address

Street 125 Ellison Street
City Paterson
State New Jersey Zip 07505

Home Address

Street _____
City _____
State _____ Zip _____

Mobile phone (required)

Business phone

_____ Ext. _____

E-mail Address (required)

NetID (for Rutgers Faculty/Staff only)

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

COURSE INFORMATION

For listing of available courses, visit
celg.rutgers.edu

I wish to register for:

Program (select):

- ☐ Mini-MPA"
☒ Diversity, Equity & Inclusion for Public Managers
☐ Strategic Communications for Public Leaders

Course:

Title DEI Course 1 - Building Awareness

Date(s) January 4-19

Course Code CELG-6152-SP24-1

Fee \$300

PAYMENT INFORMATION

Check or purchase order/voucher must accompany
registration form. Make check or voucher payable
to: Rutgers, the State University of New Jersey.

In accordance with University policies, credit card
information is not accepted on registration forms. If
paying by credit card, please register online at:
<https://ce-catalog.rutgers.edu>. Click on "Create
Account".

There is a \$50 fee for course withdrawals
and/or returned checks.

EMAIL DISCLAIMER

Some organizations employ measures to their
email systems that may prevent CELG/Rutgers
email messages from being delivered. If your
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recommend that you work with your IT department
to whitelist our domain address:
docs.rutgers.edu.

CITY OF PATERSON
155 MARKET STREET
PATERSON, NJ 07505

Purchase Order

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

NO. 23-04289

SHIP TO

DEPARTMENT OF PERSONNEL
125 ELLISON STREET, 3RD, FL.
PATERSON, NJ 07505-1124

ORDER DATE: 12/18/23

DELIVERY DATE: 12/22/23

STATE CONTRACT:

REQUISITION NO: R2302893

VENDOR ACCT NUM:

VENDOR PHONE #:

VENDOR FAX #:

VENDOR

Vendor #: RUTGE041

RUTGERS LIFELONG LEARNING CNTR
CENTER FOR GOVERNMENT SERVICES
3 RUTGERS PLAZA, 3RD FLOOR
NEW BRUNSWICK, NJ 08901-8559

PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 22-6002200

QUANTITY	INVOICE	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00		BUILDING AWARENESS	3-01-00-20-20-2111-	300.0000	300.00
		PRINTING & ADVERTISING			
				TOTAL	300.00

THIS DOCUMENT WILL NOT BE PROCESSED FOR PAYMENT IF ALTERED OR DEFACED

PROCEDURES FOR PROCESSING VOUCHERS FOR PAYMENT

ATTACH ACCOUNTS AND CONTROLS COPY OF PURCHASE ORDER TO VOUCHER

ATTACH RECEIVING REPORT AND INVOICE TO VOUCHER

CHECK VOUCHER FOR ALTERATIONS - IF ALTERED REFER TO PURCHASING

WHEN STEPS TO THE RUB ARE COMPLETED VOUCHERS TO BE INITIALED AND FORWARDED TO THE ACCOUNTS PAYABLE CLERK

ACCOUNTS & CONTROL

Center for Executive Leadership in Government
REGISTRATION FORM



RUTGERS
Continuing Studies

Please email this form with a
purchase order/voucher to:
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GENERAL INFORMATION

Last Name Pabon
First Name Stephanie Middle Initial
Employer City of Paterson
Title Personnel Director

Business Address

Street 125 Ellison Street, 3rd Floor
City Paterson
State New Jersey Zip 07505

Home Address

Street
City
State Zip

Mobile phone (required)

Business phone

 Ext.

E-mail Address (required)

NetID (for Rutgers Faculty/Staff only)

If home or employer information has changed
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COURSE INFORMATION

For listing of available courses, visit
celg.rutgers.edu

I wish to register for:

Program (select):

- ☐ Mini-MPA™
☒ Diversity, Equity & Inclusion for Public Managers
☐ Strategic Communications for Public Leaders

Course:

Title DEI Course 2 - Exploring Race & Racism

Date(s) February 1-16

Course Code CELG-6153-SP24-1

Fee \$300

PAYMENT INFORMATION

Check or purchase order/voucher must accompany
registration form. Make check or voucher payable
to: Rutgers, the State University of New Jersey.

In accordance with University policies, credit card
information is not accepted on registration forms. If
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recommend that you work with your IT department
to whitelist our domain address:

docs.rutgers.edu.

CITY OF PATERSON
155 MARKET STREET
PATERSON, NJ 07505

Purchase Order

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

NO. 23-04290

SHIP TO

DEPARTMENT OF PERSONNEL
125 ELLISON STREET, 3RD, FL.
PATERSON, NJ 07505-1124

ORDER DATE: 12/18/23

DELIVERY DATE: 12/22/23

STATE CONTRACT:

REQUISITION NO: R2302894

VENDOR ACCT NUM:

VENDOR PHONE #:

VENDOR FAX #:

VENDOR

Vendor #: RUTGE041

RUTGERS LIFELONG LEARNING CNTR
CENTER FOR GOVERNMENT SERVICES
3 RUTGERS PLAZA, 3RD FLOOR
NEW BRUNSWICK, NJ 08901-8559

PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 22-6002200

QUANTITY	INVOICE	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL
1.00		EXPLORING RACE & RACISM	3-01-00-20-20-2111-	300.0000	300.00
			PRINTING & ADVERTISING		
				TOTAL	300.00

THIS DOCUMENT WILL NOT BE PROCESSED FOR PAYMENT IF ALTERED OR DEFACED

PROCEDURES FOR PROCESSING VOUCHERS FOR PAYMENT

ATTACH ACCOUNTS AND CONTROLS COPY OF PURCHASE ORDER TO VOUCHER

ATTACH RECEIVING REPORT AND INVOICE TO VOUCHER

CHECK VOUCHER FOR ALTERATIONS. IF ALTERED REFER TO PURCHASING

WHEN STEPS 1 THRU 3 ARE COMPLETED VOUCHERS TO BE INITIALED AND FORWARDED TO THE ACCOUNTS PAYABLE CLERK

ACCOUNTS & CONTROLS

REGISTRATION FORM**RUTGERS**
Continuing Studies

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purchase order/voucher to:
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GENERAL INFORMATION

Last Name Pabon
First Name Stephanie Middle Initial
Employer City of Paterson
Title Personnel Director

Business Address

Street 125 Ellison Street, 3rd Floor
City Paterson
State New Jersey Zip 07505

Home Address

Street
City
State Zip

Mobile phone (required)**Business phone**

 Ext.

E-mail Address (required)

NetID (for Rutgers Faculty/Staff only)

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

COURSE INFORMATION

For listing of available courses, visit
celg.rutgers.edu

I wish to register for:**Program (select):**

- ☐ Mini-MPA™
☒ Diversity, Equity & Inclusion for Public Managers
☐ Strategic Communications for Public Leaders

Course:

Title DEI Course 3 Connection Between Race, Power & Privilege
Date(s) February 15-March 1
Course Code CELG-6154-SP24-1
Fee \$300

PAYMENT INFORMATION

Check or purchase order/voucher must accompany
registration form. Make check or voucher payable
to: Rutgers, the State University of New Jersey.

In accordance with University policies, credit card
information is not accepted on registration forms. If
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<https://ce-catalog.rutgers.edu>. Click on "Create
Account".

There is a \$50 fee for course withdrawals
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to whitelist our domain address:
docs.rutgers.edu.

CITY OF PATERSON
155 MARKET STREET
PATERSON, NJ 07505

Purchase Order

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

NO. 23-04291

SHIP TO

DEPARTMENT OF PERSONNEL
125 ELLISON STREET, 3RD, FL.
PATERSON, NJ 07505-1124

ORDER DATE: 12/18/23

DELIVERY DATE: 12/22/23

STATE CONTRACT:

REQUISITION NO: R2302896

VENDOR ACCT NUM:

VENDOR PHONE #:

VENDOR FAX #:

VENDOR

Vendor #: RUTGE041

RUTGERS LIFELONG LEARNING CNTR
CENTER FOR GOVERNMENT SERVICES
3 RUTGERS PLAZA, 3RD FLOOR
NEW BRUNSWICK, NJ 08901-8559

PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 22-6002200

QUANTITY	INVOICE	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00		3 CONN RACE POWER PRIVELGE	3-01-00-20-20-2111-	300.0000	300.00
		PRINTING & ADVERTISING			
				TOTAL	300.00

THIS DOCUMENT WILL NOT BE PROCESSED FOR PAYMENT IF ALTERED OR DEFACED

PROCEDURES FOR PROCESSING VOUCHERS FOR PAYMENT

1. ATTACH ACCOUNTS AND CONTROLS COPY OF PURCHASE ORDER TO VOUCHER

2. ATTACH RECEIVING REPORT AND INVOICE TO VOUCHER

3. CHECK VOUCHER FOR ALTERATIONS. IF ALTERED REFUSE TO PURCHASE

4. WHEN STEPS 1-3 ARE COMPLETED VOUCHERS TO BE INITIALED AND FORWARDED TO THE ACCOUNTS PAYABLE CLERK

ACCOUNTS & CONTROL

REGISTRATION FORM



RUTGERS

Continuing Studies

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GENERAL INFORMATION

Last Name Pabon
First Name Stephanie Middle Initial _____
Employer City of Paterson
Title Personnel Director

Business Address

Street 125 Ellison Street, 3rd Floor
City Paterson
State New Jersey Zip 07505

Home Address

Street _____
City _____
State _____ Zip _____

Mobile phone (required)

Business phone

_____ Ext. _____

E-mail Address (required)

NetID (for Rutgers Faculty/Staff only)

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

COURSE INFORMATION

For listing of available courses, visit
celg.rutgers.edu

I wish to register for:

Program (select):

- ☐ Mini-MPA™
☒ Diversity, Equity & Inclusion for Public Managers
☐ Strategic Communications for Public Leaders

Course:

Title DEI Course 4 - Building a Diverse, Equitable & Inclusive

Date(s) March 7-22

Course Code CELG-6155-SP24-1

Fee \$300

PAYMENT INFORMATION

Check or purchase order/voucher must accompany
registration form. Make check or voucher payable
to: Rutgers, the State University of New Jersey.

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docs.rutgers.edu.

CITY OF PATERSON
155 MARKET STREET
PATERSON, NJ 07505

Purchase Order

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

NO. 23-04292

SHIP TO

DEPARTMENT OF PERSONNEL
125 ELLISON STREET, 3RD, FL.
PATERSON, NJ 07505-1124

ORDER DATE: 12/18/23

DELIVERY DATE: 12/22/23

STATE CONTRACT:

REQUISITION NO: R2302897

VENDOR ACCT NUM:

VENDOR PHONE #:

VENDOR FAX #:

VENDOR

Vendor #: RUTGE041

RUTGERS LIFELONG LEARNING CNTR
CENTER FOR GOVERNMENT SERVICES
3 RUTGERS PLAZA, 3RD FLOOR
NEW BRUNSWICK, NJ 08901-8559

PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 22-6002200

QUANTITY	INVOICE	DESCRIPTION	ACCOUNT NO	UNIT PRICE	AMOUNT
1.00		BUILDING DIVERSE EQUIP INCLUS	3-01-00-20-20-2111-	300.0000	300.00
		PRINTING & ADVERTISING			
				TOTAL	300.00

THIS DOCUMENT WILL NOT BE PROCESSED FOR PAYMENT IF ALTERED OR DEFACED

PROCEDURES FOR PROCESSING VOUCHERS FOR PAYMENT

1. ATTACH ACCOUNTS AND CONTROL'S COPY OF PURCHASE ORDER TO VOUCHER

2. ATTACH RECEIVING REPORT AND INVOICE TO VOUCHER

3. CHECK VOUCHER FOR ALTERATIONS. IF ALTERED REFER TO PURCHASING

4. WHEN STEPS 1 THRU 3 ARE COMPLETED, VOUCHER IS TO BE INITIALED AND FORWARDED TO THE ACCOUNTS PAYABLE CLERK

ACCOUNTS & CONTROL

Center for Executive Leadership in Government
REGISTRATION FORM



RUTGERS
Continuing Studies

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GENERAL INFORMATION

Last Name Pabon
First Name Stephanie Middle Initial
Employer City of Paterson
Title Personnel Director

Business Address

Street 125 Ellison Street, 3rd Floor
City Paterson
State New Jersey Zip 07505

Home Address

Street
City
State Zip

Mobile phone **(required)**

Business phone

 Ext.

E-mail Address **(required)**

NetID (for Rutgers Faculty/Staff only)

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

COURSE INFORMATION

For listing of available courses, visit
celg.rutgers.edu

I wish to register for:

Program (select):

- ☐ Mini-MPA"
☐ Diversity, Equity & Inclusion for Public Managers
☒ Strategic Communications for Public Leaders

Course:

Title Strategic Communication for Public Leader

Date(s) February 26 - March 22

Course Code CELG-6150-SP24-1

Fee \$750

PAYMENT INFORMATION

Check or purchase order/voucher must accompany
registration form. Make check or voucher payable
to: Rutgers, the State University of New Jersey.

In accordance with University policies, credit card
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to whitelist our domain address:
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CITY OF PATERSON
155 MARKET STREET
PATERSON, NJ 07505

Purchase Order

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

NO. 23-04288

SHIP TO

DEPARTMENT OF PERSONNEL
125 ELLISON STREET, 3RD, FL.
PATERSON, NJ 07505-1124

ORDER DATE: 12/18/23

DELIVERY DATE: 12/22/23

STATE CONTRACT:

REQUISITION NO: R2302892

VENDOR ACCT NUM:

VENDOR PHONE #:

VENDOR FAX #:

VENDOR

Vendor #: RUTGE041

RUTGERS LIFELONG LEARNING CNTR
CENTER FOR GOVERNMENT SERVICES
3 RUTGERS PLAZA, 3RD FLOOR
NEW BRUNSWICK, NJ 08901-8559

PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 22-6002200

QUANTITY	INVOICE	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL
1.00		STRATEGIC COMM PUBLIC LEADER	3-01-00-20-20-2111-	750.0000	750.00
		PRINTING & ADVERTISING			
				TOTAL	750.00

THIS DOCUMENT WILL NOT BE PROCESSED FOR PAYMENT IF ALTERED OR DEFACED

PROCEDURES FOR PROCESSING VOUCHERS FOR PAYMENT

1. ATTACH ACCOUNTS AND CONTROLS COPY OF PURCHASE ORDER TO VOUCHER

2. ATTACH RECEIVING REPORT AND INVOICE TO VOUCHER

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4. WHEN STEPS 1-3 ARE COMPLETED, VOUCHER IS TO BE INITIALED AND FORWARDED TO THE ACCOUNTS PAYABLE CLERK

ACCOUNTS & CONTROL

Center for Executive Leadership in Government
REGISTRATION FORM



RUTGERS UNIVERSITY
Continuing Studies
Center for Executive Leadership
in Government

Please email this form with a
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Last Name Pabon
First Name Stephanie Middle Initial
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Title Personnel Director

Business Address

Street 125 Ellison Street
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State NJ Zip 07505

Home Address

Street
City
State Zip

Mobile phone (required)

Business phone

 Ext.

E-mail Address (required)

NetID (for Rutgers Faculty/Staff only)

If home or employer information has changed
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COURSE INFORMATION

For listing of available courses, visit
celg.rutgers.edu

I wish to register for (*select*):

- ☐ Diversity, Equity & Inclusion for Public Managers
☒ Human Resources and the Public Manager
☐ Mini-MPA™
☐ Strategic Communications for Public Leaders

Course:

Title Human Resources and the Public Manager

Date(s) March 17 - April 11, 2025

Course Code CELG-6180-SP25-1

Fee \$1,500

PAYMENT INFORMATION

Check or purchase order/voucher must accompany
registration form. Make check or voucher payable
to: Rutgers, the State University of New Jersey.

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CITY OF PATERSON
155 MARKET STREET
PATERSON, NJ 07505

Purchase Order

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

NO. 24-04223

SHIP TO

DEPARTMENT OF PERSONNEL
125 ELLISON STREET, 3RD, FL.
PATERSON, NJ 07505-1124

ORDER DATE: 12/16/24

DELIVERY DATE: 12/16/24

STATE CONTRACT:

REQUISITION NO: R2402859

VENDOR ACCT NUM:

VENDOR PHONE #:

VENDOR FAX #:

VENDOR

Vendor #: RUTGE041

RUTGERS LIFELONG LEARNING CNTR
CENTER FOR GOVERNMENT SERVICES
3 RUTGERS PLAZA, 3RD FLOOR
NEW BRUNSWICK, NJ 08901-8559

PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 22-6002200

QUANTITY	INVOICE	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00		RUTGERS CELG-6180-SP25-1	3-01-00-20-20-2111- PRINTING & ADVERTISING	1,500.0000	1,500.00
				TOTAL	1,500.00

****THIS DOCUMENT WILL NOT BE PROCESSED FOR PAYMENT IF ALTERED OR DEFACED****

PROCEDURES FOR PROCESSING VOUCHERS FOR PAYMENT

1. ATTACH ACCOUNTS AND CONTROL'S COPY OF PURCHASE ORDER TO VOUCHER

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3. CHECK VOUCHER FOR ALTERATIONS IF ALTERED REFER TO PURCHASING:

4. WHEN STEPS 1 THRU 3 ARE COMPLETED, VOUCHER IS TO BE INITIALED AND FORWARDED TO THE ACCOUNTS PAYABLE CLERK

ACCTS & CONTROL