



**SIMPLY SMART BUSINESS WRITING WORKSHOP - FRIDAY, FEB. 10, 2017 ~ 9 TO NOON MCUA IN SAYREVILLE**

<b>Name of Registrant/Licensee</b> <i>(If CEUs for water/ wastewater licenses are requested, to ensure proper credit, name <b>MUST</b> be entered below <b>EXACTLY</b> as it appears on license. Non-licensees need not complete cols 3 or 4.)</i>	<b>Email Address of Registrant/Licensee</b>	<b>Type of W/WW License</b>	<b>For W/WW Licensees ONLY:</b> <i>7-digit license number must appear <b>EXACTLY</b> as on license, including any zeros!</i>

**Certification by Approval Official**

*I certify and declare that this bill/invoice is correct, and that sufficient funds are available to satisfy this claim. The payment shall be chargeable to: Appropriation Account(s) and Amounts*

Date \_\_\_\_\_

**\$75 for "Simply Smart Business Writing" workshop per attendee.**

Charged\* \_\_\_\_\_ In-house PO# \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ CFO, Finance Director

**Certification by Receiving Agency**

*I, having knowledge of the facts, certify and declare that the goods have been received or the services rendered and are in compliance with the specifications or other requirements, and said certification is based on signed delivery slips or other reasonable procedures, or verifiable information.*

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Claimant's Certification and Declaration**

*I do solemnly declare and certify under penalties of the law that the bill or invoice is correct in all its particulars; that the goods have been furnished or services have been rendered as stated herein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.*

Date: January/February 2017

Federal Identification Number: 22-2405796

Signature Karen Burris AEA Office Manager