

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: _____

Project No.: _____

Project Description: Sampa Conference at Great Peak Mountain Resort in Cortland NY for Lori Molina and Mary Ann Kurzdorfer

Item Description:

- | | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT Agreement | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum |
| <input type="checkbox"/> Recommendation for Award of Contract | <input type="checkbox"/> Recommendation to Reject Bids | | |
| <input type="checkbox"/> Request for Proposals | | | |
| <input checked="" type="checkbox"/> Other <u>Request to travel to Spring Conference</u> | | | |

Action Requested:

- | | |
|--|--|
| <input type="checkbox"/> Board Authorization to Execute | <input type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input type="checkbox"/> Execution by the Chairman |
| <input type="checkbox"/> Board Authorization to Advertise for Bids | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals | |
| <input checked="" type="checkbox"/> Other <u>Approval to travel to Spring Conference</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|--|-----------------------|------------------------|
| <input type="checkbox"/> Other (if Applicable) | _____ | Date: _____ |
| <input type="checkbox"/> Chief Operating Officer | _____ | Date: _____ |
| <input type="checkbox"/> Executive Engineer | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Director of Administration | <u>Savanya Jester</u> | Date: <u>2/24/2020</u> |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input type="checkbox"/> Chief Financial Officer | _____ | Date: _____ |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|------------|----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>TEH</u> | Date: <u>2/28/20</u> |
|--|------------|----------------------|

Remarks: _____

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Resolution Date: _____

Item No: _____

TRAVEL REQUEST

Name Lori Molina Today's Date 2-11-20

Job Title Acc Clerk Typist

Department Central Purchasing

Destination(s) Cortland ny

Reason for Travel ☒ (check one): Training ☐ Authority Business ☐

Is this training needed to meet professional licensing requirements? yes

Description of training or business, and reasons and benefits of attendance

Various courses offered to aid in the procurement process.

Dates of Travel

From: Day (M T W T F S S), Date 4/29/20 To: Day (M T W T F S S), Date 5/1/20

Total number of business days: 3

Estimated Cost Transportation costs can be obtained from Trish Fabozzi in Legal X8456.

Transportation \$ 50.00 Hotel Accommodations \$ 300.24 Meals \$ 100.00

TOTAL ESTIMATED COST \$ 450.00 W/ REGISTRATION FEE \$ 525.00

Balance in the travel budget prior tot his trip \$ 1000.00 G/L Number 3020 401000 920512

Comments (i.e. spouse traveling, preferences):

Approvals:

Department Head Savanya Lester Date 2/11/2020

Executive Director Russell Stolt Date 2/11/20

Secretary [Signature] Date 2/24/20

Date of Resolution _____ Item No. _____

TRAVEL REQUEST

Name Mary Ann Kurzdorfer Today's Date 2/11/20

Job Title Customer Service Representative

Department Purchasing

Destination(s) Greek Peak Resort - Portland, NY

Reason for Travel ☒ (check one): Training ☐ Authority Business ☐

Is this training needed to meet professional licensing requirements? _____

Description of training or business, and reasons and benefits of attendance

Various courses to aid in the procurement process

Dates of Travel

From: Day (M T W T F S S), Date 4/29/20 To: Day (M T W T F S S), Date 5/1/20

Total number of business days: 3

Estimated Cost Transportation costs can be obtained from Trish Fabozzi in Legal X8456.

Transportation \$ driving w/ Lori Molina Hotel Accommodations \$ 300²⁴ Meals \$ 100⁰⁰

TOTAL ESTIMATED COST \$ 400⁰⁰ W/ REGISTRATION FEE \$ 475⁰⁰

Balance in the travel budget prior tot his trip \$ 1000⁰⁰ G/L Number 3020 - 401000 920512

Comments (i.e. spouse traveling, preferences): _____

Approvals:

Department Head Laronga Lexter Date 2/11/2020

Executive Director Russell Fott Date 2/11/20

Secretary REDA Date 2/24/20

Date of Resolution _____ Item No. _____