

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

Contract: _____

Project No.: _____

Project Description: Authorization to travel to Columbus OH
to attend ERP Implementation seminar
GFRA

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>Approve travel & training</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>Approve travel</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | |
|---|---------------------|
| <input checked="" type="checkbox"/> Department Head <u>Aileen A. Pendycar</u> | Date: <u>6/8/19</u> |
| <input type="checkbox"/> Risk Manager _____ | Date: _____ |
| <input type="checkbox"/> Director of Administration _____ | Date: _____ |
| <input type="checkbox"/> Executive Engineer _____ | Date: _____ |

APPROVED AS TO FORM:

- | | |
|--------------------------------------|-------------|
| <input type="checkbox"/> Legal _____ | Date: _____ |
|--------------------------------------|-------------|

APPROVED FOR BOARD RESOLUTION:

- | | |
|---|----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority <u>[Signature]</u> | Date: <u>6/15/19</u> |
|---|----------------------|

Remarks: _____

Resolution Date: _____

Item No: _____

TRAVEL REQUEST

Name Karen Rendinger Today's Date 6/3/19

Job Title Chief Financial Officer

Department Finance

Destination(s) Columbus Ohio

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

Prepare for ERP implementation project. Training addresses project management + approaches ERP companies use to install systems

Dates of Travel

From: Day (M) T W T F S S, Date 7/22 To: Day (M) T W T F S S, Date 7/23

Total number of business days: 2

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

Transportation \$ 180.00 Hotel Accommodations \$ 244 Meals \$ 100.00

TOTAL ESTIMATED COST \$ 524.00 W/REGISTRATION FEE \$ 1,164.00

Balance in the travel budget prior to this trip \$ 2904.00 G/L Number 401000 920112
Unit # 750 Primary # _____

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

Approvals:

Department Head Karen Rendinger Date 6/3/19

Executive Director _____ Date _____

Secretary TR Date 6/5/19

Date of Resolution _____ Item No. _____

TRAVEL REQUEST

Name Jayle Tomala Today's Date 6/5/2019
Job Title Comptroller
Department Finance
Destination(s) Columbus, OH

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

Is this training needed to meet professional licensing requirements? NO

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

ERP Implementation and Technology Governance offered by GFOA. See attached.

Dates of Travel

From: Day (M T W T F S S), Date 7/22/2019 To: Day (M T W T F S S), Date 7/23/2019

Total number of business days: 2

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

Transportation \$ — Hotel Accommodations \$ 122 Meals \$ 100

TOTAL ESTIMATED COST \$ 222 **W/ REGISTRATION FEE** \$ 862

Balance in the travel budget prior to this trip \$ Travel \$500 G/L Number 401000

Comments (i.e. spouse traveling, preferences): Training \$1,000 Unit # 4010 Primary # 920312 - Travel
920337 - Training

Approvals:

Department Head Karen A. Pendergast Date 6/5/19

Executive Director _____ Date _____

Secretary [Signature] Date 6/5/19

Date of Resolution _____ Item No. _____

TRAVEL REQUEST

Name Lavanya Lester Today's Date 6/5/19

Job Title Director of Administration

Department Administrative

Destination(s) Columbus, Ohio

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

Is this training needed to meet professional licensing requirements? NO

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

ERP Implementation and technology governance

Dates of Travel

Arrival Sunday 7/21 Return
From: Day (M) T W T F S (S) Date 7/21 To: Day (M) T W T F S (S), Date 7/23

Total number of business days: 2 (Mon, Tues)

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

Tolls/Gas
Transportation \$ 100.00 Hotel Accommodations \$ 250.00 Meals \$ 40.00

TOTAL ESTIMATED COST \$ 390.00 ^{#870} **W/ REGISTRATION FEE** \$ 1260.00

Balance in the travel budget prior to this trip \$ 346.00 G/L Number 401000

Unit # 3000 Primary # 922012

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

Training budget 9220317 - has \$4,000 available.
* working on 922012 - check 1 item that shouldn't be
on this budget line. Joyce looking into it. Thanks
Lavanya

Approvals:

Department Head Lavanya Lester Date 6/5/19

^{CFO}
Executive Director Harold Hudgins Date 6/5/19

Secretary [Signature] Date 6/5/19

Date of Resolution _____ Item No. _____

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ERP Implementation and Technology Governance**Training Type:** Live Training[Register](#)
[Details](#)**Course Status:** Repeat Offering

Date and Time: Jul 22 2019 - 8:30am to 4:30pm EDT
Jul 23 2019 - 8:30am to 4:30pm EDT

Region: Eastern**Location:**

Columbus, OH (DoubleTree Suites by Hilton Hotel Columbus Downtown)
50 S Front St
Columbus, OH 43215
United States

See map: [Google Maps](#)**Phone:** (614) 228-4600**Level:** Intermediate**Field of Study:** Management Services**CPE Credits:** 16**Member Price:** \$640.00**Non-Member Price:** \$870.00**Prerequisite:**

Work for an organization that is planning an ERP implementation or anticipates being involved in an ERP implementation in the future.

Who Will Benefit:

Government staff in the planning or acquisition stages or preparing to implement an enterprise resource planning (ERP) project. This class will focus on an overview and best practices in ERP implementation.

Program Description:

The course will focus on preparing attendees to take part in an ERP implementation project, one of the most invigorating, challenging, and frustrating projects government staff can undertake. Participants will learn the different approaches ERP companies use to install systems. Instructors will break down and examine the ERP implementation process from its pre- to post-implementation phases. Customer and vendor expectations will be emphasized and participants will learn how to balance scope, resources, costs and other constraints, and how to manage schedule and work variation. Participants will also learn about factors for successful implementations, including implementation readiness, communications, training, change management, and post-implementation planning.

Seminar Objectives:

Those who successfully complete this seminar should be able to:

- Understand the requirements for effective management of each phase of an ERP implementation project
- Understand indicators for risk and need for project plan corrections in each project phase
- Identify critical success factors for ERP implementations
- Learn how to use ERP projects as an opportunity to improve process and implement best practices
- Take advantage of lessons learned with change management
- Identify how to transition out of the project and maintain a successful system

Registration Form: [download](#)**Similar Offerings**

ERP Readiness and System Selection

October 23, 2019 -- Orange County, CA (Hyatt Regency Orange County)

ERP Implementation and Technology Governance

February 5, 2020 -- Long Beach, CA (Hilton Long Beach)

ERP Readiness and System Selection

March 9, 2020 -- Albuquerque, NM (Hyatt Regency Albuquerque)