

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

Contract: _____ **Project No.:** _____

Project Description: Authorization to travel to Albany for SAMPO Conference 4/29/19 to 5/1/19
 Lori Molina, Account Clerk Typist

Item Description:

Agreement Professional Service Contract Amendment Change Order
 BCD NYS DOT Agreement Contract Documents Addendum
 Recommendation for Award of Contract Recommendation to Reject Bids
 Request for Proposals
 Other Board authorization for travel to the SAMPO Conference in Albany

Action Requested:

Board Authorization to Execute Legal Approval
 Board Authorization to Award Execution by the Chairman
 Board Authorization to Advertise for Bids Execution by the Secretary to the Authority
 Board Authorization to Solicit Request for Proposals
 Other Board authorization to travel

Approvals Needed:

APPROVED AS TO CONTENT:

Department Head *Lanoyan Foster* Date: 4/4/19
 Risk Manager _____ Date: _____
 Director of Administration _____ Date: _____
 Executive Engineer _____ Date: _____

APPROVED AS TO FORM:

Legal _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority *J. Molina* Date: 4/9/19

Remarks: *J. Molina*

Resolution Date: _____ **Item No.:** _____

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

Contract: _____ **Project No.:** _____
Project Description: Authorization to travel to Albany for SAMPO Conference 4/29/19 to 5/1/19
Lori Molina, Account Clerk Typist

Item Description:

Agreement Professional Service Contract Amendment Change Order
 BCD NYSDOT Agreement Contract Documents Addendum
 Recommendation for Award of Contract Recommendation to Reject Bids
 Request for Proposals
 Other Board authorization for travel to the SAMPO Conference in Albany

Action Requested:

Board Authorization to Execute Legal Approval
 Board Authorization to Award Execution by the Chairman
 Board Authorization to Advertise for Bids Execution by the Secretary to the Authority
 Board Authorization to Solicit Request for Proposals
 Other Board authorization to travel

Approvals Needed:

APPROVED AS TO CONTENT:

Department Head *Lavonny Lester* Date: 4/4/19
 Risk Manager _____ Date: _____
 Director of Administration _____ Date: _____
 Executive Engineer _____ Date: _____

APPROVED AS TO FORM:

Legal _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority *[Signature]* Date: 4/5/19

Remarks: _____

Resolution Date: _____ **Item No:** _____

TRAVEL REQUEST

Name Lavonya Lester Today's Date 3/28/2019

Job Title Director of Administration

Department Administration

Destination(s) Albany, New York

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

Statewide Government Buyers Event Sponsored by SAMPO & NYS
Allows purchasing to stay informed of procurement processes & technologies
in order to enhance our day to day processes.

Dates of Travel

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

Total number of business days: 3

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

4 hr 36 min Each Way
Transportation \$ ~~333~~ 400.00 Hotel Accommodations \$ 500.00 Meals \$ 30.00
(283.9 miles) x 2 x .58 cents
TOTAL ESTIMATED COST \$ 930.00 W/ REGISTRATION FEE \$ NO registration fee

Balance in the travel budget prior tot his trip \$ 1,000 G/L Number 401000

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

Approvals:

Department Head Lavonya Lester Date 3/28/19

Dep Executive Director Rolyn L. Lott Del Dir Date 4/4/19

Secretary [Signature] Date 4/4/19

Date of Resolution _____ Item No. _____

2019 NY GovBuy:
A Statewide Government Buyers Event
Tuesday, April 30, 2019 (8:00 a.m. – 4:00 p.m.)
Wednesday, May 1, 2019 (8:00 a.m. – 2:00 p.m.)
Empire State Plaza Convention Center and
Albany Capital Center
Albany, New York

Registration is FREE, but you must register to attend!

The 2019 New York GovBuy — A Statewide Buyers Event is sponsored by the Office of General Services (OGS), New York State Association of Municipal Purchasing Officials (SAMPO), the Office of the State Comptroller (OSC), the State University of New York (SUNY), and the Boards of Cooperative Educational Services (BOCES).

This conference provides practical training that enables you as purchasing officials to stay informed about relevant procurement related issues and more effectively meet fiscal challenges. In addition, the NY GovBuy trade show will provide you an opportunity to visit exhibitor booths to learn about the many goods, services, and technologies they offer, as well as how they can help provide solutions for your program needs.

Exhibits and classes will be in two locations, the Empire State Plaza Convention Center and Albany Capital Center. These locations are just a short block apart and connected via a covered walkway. Travel time between the buildings is a 2- to 3-minute walk.

Attendee Information

Please select the appropriate Attendee Type from the drop-down menu based on the portion of the event you wish to attend. For example, if you are attending both days, select, 'Attending FULL EVENT'. If you are attending only the first day, April 30, select 'Attending Day 1', and so on.

Please enter your name as you would like it to appear on your name badge:

*First Name:

*Last Name:

*Email Address:

*Re-enter Email Address:

*Registration Type:

I am registering on behalf of this person

TRAVEL REQUEST

Name Lori Malina Today's Date 3-23-19

Job Title Account Clerk Typist

Department Central Purchasing

Destination(s) Albany 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
Working on my Certified Professional Public Buyer (CPPB)

Dates of Travel

From: Day (M) T W T F S S, Date 4-29-19 To: Day (M T W) T F S S, Date 5-1-19

Total number of business days: 3

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

Transportation \$ 7500 Hotel Accommodations \$ 400 Meals \$ 100

TOTAL ESTIMATED COST \$ 575 W/ REGISTRATION FEE \$ 575

Balance in the travel budget prior tot his trip \$ 1000 G/L Number 3020 401000 920512

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

Approvals:

Department Head Lorena Lester Date 3/29/2019

Deputy

Executive Director Robert L. Latta Date 4-1-2019

Secretary TR Date 4/4/19

Date of Resolution _____ Item No. _____