



Town of New Fairfield

*Selectmen's Office
4 Brush Hill Road
New Fairfield, Connecticut*

**BOARD OF SELECTMEN
REGULAR MEETING
Sr. Center Community Room
33 Route 37**

Thursday, September 28, 2023

7:30 P.M.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comment & Participation
4. Correspondence & Announcements
5. Approve Minutes of Board of Selectmen Regular Meeting September 14, 2023
6. Budget Transfers
7. Approve Tax Refunds Recommended by Tax Collector
8. Personnel Report
9. Appointments

New Business

10. Discuss and Possibly Vote to Accept \$2.1 Million COPS Grant
11. Discuss and Possibly Vote to Approve Use of Senior Center ARPA Funds
12. Discuss and Possibly Vote on Finance Department Policies and Procedures

Old Business

13. Discuss and Possibly Vote on Economic Development Commission Recommendations for ARPA Small Business Grants
14. Public Comment
15. Adjournment

Received by email on 9/27/2023 @ 3:24 p.m.
By Tricia Quinn, Asst. Town Clerk, New Fairfield

TOWN OF NEW FAIRFIELD
 REFUND REQUESTS
 TAX COLLECTOR'S OFFICE
 September 28, 2023

	LAST NAME	FIRST NAME	BILL NUMBER	TAX TYPE	\$ AMOUNT	REASON	DATE SIGNED
1	BLACKMAN	WAYNE	2022-3-50990	MV	\$ 102.24	ADJUSTMENT BY ASSESSOR	9/13/2023
2	HALAS	SCOT & MARITZA	2021-1-2393	REAL	\$ 1,854.04	DUPLICATE PAYMENT	9/6/2023
3	HANLEY	JOSEPH & KATHERINE	2022-3-54854 & 54856	MV	\$ 37.65	ADJUSTMENT BY ASSESSOR	9/6/2023
4	HONDA LEASE TRUST		2022-3-55243 & 55244	MV	\$ 330.79	ADJUSTMENT BY ASSESSOR	9/26/2023
5	LEITNER-BYRNES	ROSE	2021-3-56837 & 2022-3-56838	MV	\$ 189.08	ADJUSTMENT BY ASSESSOR	9/22/2023
6	MEROLLA	PATRICIA	2022-3-58040	MV	\$ 22.89	ADJUSTMENT BY ASSESSOR	9/8/2023
7	OUELLETTE	MARK	2022-3-59095	MV	\$ 765.08	ADJUSTMENT BY ASSESSOR	9/26/2023
8	SGRO	MICHAEL	2022-3-60931 & 60933	MV	\$ 286.04	ADJUSTMENT BY ASSESSOR	9/14/2023
9	VCFS AUTO LEASE		2022-3-62253	MV	\$ 751.03	ADJUSTMENT BY ASSESSOR	9/26/2023
10							
11							
12							
13							
14							
15							
16							
17							
18							
					\$ 4,338.84		

TOWN OF NEW FAIRFIELD
PERSONNEL REPORT
September 28, 2023

	LAST NAME	FIRST NAME	POSITION	LOCATION	PAY RATE	REASON	EFFECTIVE
NEW HIRES:							
CHANGE IN STATUS							
SEPARATION							
1	HELLMER	WENDY	LIBRARY CLERK	LIBRARY		VOLUNTARY RESIGNATION	9/28/2023

BOS Meeting 09/28/23

1 message

Olga Melnikov <omelnikov@newfairfield.org>

Wed, Sep 27, 2023 at 9:23 AM

To: Jean Green <jgreen@newfairfield.org>, pdelmonaco@newfairfield.org

Good morning.

Attached please find two attachments for the 09/28/23 BOS meeting:

1. FY23 Year-End Intra-dept transfer – this is to correct my mistake. Due to the number of transfers for the previous, I've mistakenly used the same account twice, creating a shortfall. This transfer will cover that negative;
2. Proposed changes to Policies & Procedures. BOF voted in favor on 09/20/23.

Copying my previous message to the Boards regarding these changes:

Dear Board Members,

In your packets for the upcoming meeting (and attached to this email), you will find proposed changes to the Policies and Procedures. I wanted to give you additional information beforehand to put in context.

In our efforts to streamline operations and realize monetary savings and staff efficiencies, I am proposing the following changes:

1. Implementing vendor payments via ACH/direct deposit;
2. Going paperless for our Purchase Order distribution to the departments;
3. Encourage e-signature for invoice approval and PO close outs.

ACH vendor payments has the most positive impact on Town operations. To name a few:

- Reduced check fraud since we will reduce the circulation of our bank information on printed checks, and less opportunity for the wrong party to cash the check;
- Actual monetary savings as paper checks, mailing envelopes and postage will not be needed;

- Staff efficiency as ACH is less time-consuming in processing and reconciliation (which is very much needed to absorb the layoff of a part-time position).

The other two changes will also result in monetary savings due to reduced paper/printer usage but mostly reduce turn-around time between the departments and create electronic trail.

We are not changing the controls, just methods: ACH instead of checks, electronic copies instead of paper.

The document does contain other revisions, but those are simply to reflect already established operations. The manual was developed a number of years ago, before the implementation of eFinancePlus. When we transitioned to our current software, the exchange of the reports between departments became obsolete as departments have direct access to their accounts and they see activity in real time. Other transactions have been simplified as well due to the features of the new program.

As usual, policy updates require the approval of both boards. BOF votes first and recommends to the BOS.

I look forward to the discussion regarding these recommendations. Please reach out if you have any questions in the meantime.

Thank you.

Olga Melnikov

Finance Director

Town of New Fairfield

203-312-5656

203-312-5659 Fax

omelnikov@newfairfield.org

2 attachments

 Intra 22-23 Transfers.pdf
10K

Purpose:

To establish policies and procedures relating to non-payroll cash disbursements based on a system of internal controls and division of responsibilities.

Internal Control Objectives:

- Purchases are properly authorized and do not exceed budgeted amounts
- Goods and services ordered were actually ordered and are actually received
- Invoices for goods and services are correct and match those ordered and received
- Purchase amounts are recorded in the proper fund, account, and period
- Disbursements for purchases are supported by appropriate documentation
- Disbursements are issued ~~Checks are written~~ on a timely basis for the correct amount and made payable to the proper payee
- Credit cards are used for authorized purchases and are made in accordance with established policies and procedures

Potential Errors Due to the Lack of Internal Control

- Goods or services ordered were not properly authorized or exceed budgeted amounts
- Goods and services ordered were not received, or goods and services received were not actually ordered or appropriately authorized
- Invoices do not match goods ordered or received
- Invoice amounts are incorrect
- Invoices are incorrectly recorded
- Disbursements are not supported by adequate documentation
- Payments are not made ~~Checks are not written~~ on a timely basis or are incorrect
- Credit card purchases are not authorized

VENDOR MASTER FILE MAINTENANCE**Additions and Changes to the Vendor Files**

When a new vendor is contemplated, a New Vendor Request Form (Appendix D-01) will be prepared by the individual proposing a new vendor. An Internal Revenue Service Form W-9 must be attached. The form shall be reviewed and approved by the Finance Director (General Government vendors), Board of Education (BOE) Business Manager (Education vendors). No new vendor is to be entered into the accounting system without an approved New Vendor Request Form. If the vendor elects payments via ACH (direct deposit), appropriate documentation must be provided for set-up (i.e. copy of voided check, bank account verification letter, enrollment agreement or equivalent).

Additions and changes to the master vendor files are performed by the Purchasing Agent ~~Accounts Payable Clerk's~~. This should be done prior to creating Purchase Orders or using the vendor. Only the Purchasing Agent ~~Accounts Payable Clerk's~~ should have the rights to make changes. All other users should have read only access.

Each January, in conjunction with issuing Internal Revenue Service Form 1099s to vendors, the Accounts Payable Clerk's shall prepare a report of all vendors. This report will indicate amounts paid to each vendor during the year, and which vendors are subject to receiving a Form 1099. This listing will be reviewed by the Purchasing Agent and Finance Director to:

- Ensure Form 1099s are being sent appropriately
- Analyze vendors used by the Town and BOE
- Track volume of business with each vendor
- Investigate unknown or unusual vendors in the system
- Consider vendors that may be made inactive

The issuing of 1099's is done by the Accounts Payable Clerk's. The system generates the report, the Finance Director reviews and Approves the reports before 1099's go out.

PURCHASES

The First Selectman and Superintendent are the purchasing authorities for the Town. The purchasing authority has the discretion and power to reject bids, select parts of different bids with vendor mixing, and make differentiations and awards on the basis of past experience, quality or performance preferences. All decisions made by the purchasing authorities should be documented in their minutes.

No transaction which is essentially a unit may be divided for the purpose of evading the intent of the purchasing policy.

Awards are to be made to the lowest responsible bidder. "Responsible Bidder" is defined as the bidder deemed qualified (by the appropriate purchasing authority) to provide the goods or perform the services, has good references, is an equal opportunity employer, is able to acquire assurance or surety bonds as necessary, not in arrears for taxes, and does not have outstanding obligations to the Town of New Fairfield. The Purchasing Agent will document the reasons for their bid award. Is the highest scoring bidder in a multiple criteria "bid" means the bidder whose bid receives the highest score for a combination of attributes, including, but not

limited to, price, skill, ability and integrity necessary for the faithful performance of the work, based on multiple criteria considering quality of product, warranty, life-cycle cost, established in the bid solicitation for the contract.

Bidding Procedure

Formal bids are required for purchases in excess of \$10,000 other than the following:

- Purchases under state contract pricing
- Cooperative Purchasing procurement conducted by, or on behalf of, one or more Public Procurement Units
- Purchases from a governmental agency or piggy-backing on another governmental agency

Bidding may be waived by the purchasing authority in certain circumstances. This is generally initiated by a Bid Waiver Form (Appendix D-02) prepared by the End User and Purchasing Agent. When the bidding is waived, the purchasing authority will note the purchase that could have been bid, the estimated dollar amount of the purchase, the circumstances surrounding why the bidding procedure was waived. The following are considered acceptable reasons for waiving the bidding process:

- When it is deemed impracticable or in the best interest of the Town or BOE to do so
- Professional services
- Emergency situations
- Purchases from governmental agencies/under state contract.
- Services not customarily competitively bid
- Single-vendor materials

Three informal written quotes shall accompany Purchase Orders for goods or services of \$2,500 to \$9,999. Quotes will be obtained by Department Head or Purchasing Agent requesting in writing what they are looking for so vendors will submit pricing for the same item or service.

Three informal verbal quotes shall be noted on the Purchase Order for goods or services of \$1,000 to \$2,499.

Public advertisement must be posted on the Town's website and through the State of Connecticut Department of Administrative Services. Further information may be found in C.G.S. Sec. 7-148w

Procedure:

1. When a formal bid is required, the end user must notify the Purchasing Agent. The Purchasing Agent is in charge of preparing the request for proposal. The end user must supply specifications and other pertinent information to the Purchasing Agent to prepare the RFP or RFQ.
2. The Purchasing Agent prepares the invitation to bid and distributes them to:
 - a. Town's website
 - b. State's website
 - c. ~~Blue-book~~

- d. Local vendors on the bid list via mail or email
 - e. News-Times or local paper having circulation in New Fairfield, and other papers as deemed appropriate.
3. The Purchasing Agent opens the received proposals.
 4. The Finance Director, Purchasing Agent, Superintendent, Department Head (or other individual charged with budget compliance for that area), or a specialist needed (for example, the engineer in a building project) determine the most reasonable bid and lowest responsible bidder. They will then prepare the contract.
 5. The contract which is included as part of the bidding documents is reviewed and approved by the First Selectman or Superintendent (as applicable) and documented in their minutes.

Purchase Order Procedure

The Town of New Fairfield requires Purchase Orders on all items in excess of \$100. The Education Department requires Purchase Orders on all items. Purchase orders will be reviewed by the Purchasing Agent prior to their submittal to the Superintendent or First Selectman (as applicable).

Procedure:

1. The Department Head (or other individual charged with budget compliance for that area) creates a Requisition (Appendix D-03) in the accounting software for required purchases. (BOE creates requisition on the eFinancePlus Phoenix system, the Town creates a paper requisition)
2. The Requisition must contain the following items:
 - a. Vendor name & number
 - b. Item(s) to be ordered
 - c. Quantity
 - d. Price
 - e. Date
 - f. Department Head's signature (or other individual charged with budget compliance)
 - g. Approval signature from:
 - i. Principal if a school purchase
 - ii. First Selectman if a Capital Fund Purchase
 - h. For purchases over \$1,000: notes on the verbal quotes, the written quotes, or the formal bid approval must be attached to the Requisition
3. The completed Requisition is sent to the Town Finance Director or BOE Business Manager, electronically for BOE, for financial approval and signature after ensuring the following:
 - a. The form is complete
 - b. The account numbers assigned are appropriate
 - c. There is a balance in the budgeted account to cover the expenditure
4. The Town Finance Director or BOE Business Manager sends Requisitions to the Purchasing Agent, who will review and approve after checking:
 - a. The account number

- b. Quote information – to ensure pricing is correct, they are using state contracts as required, and they have followed the bid/quote policies noted above
 - c. Notes as fixed assets (if applicable)
5. The BOE Requisition is then approved electronically by the Superintendent. The Town Requisition, is still manual, is then sent to the Finance Director for approval. Once approved, the Purchase Orders are recorded into the system as encumbrances.
6. The Town/~~BOE~~ Purchase Order ~~form~~ is generated by eFinancePlus and sent to the department via email. The financial system creates a copy of the PO in pdf format and stores it as an attachment to the encumbrance transaction. printed and contains several parts (Appendix D-04), which are allocated as follows:
- a. ~~Original (white) – sent to the vendor, by the Department Head.~~
 - b. ~~Final Payment (pink) – sent to the Department Head. This is signed and dated by the Department Head and forwarded to the Accounts Payable Clerk when the Purchase Order is to be closed.~~
 - c. ~~Accounting Department (yellow) – to be matched with the invoice~~
 - d.c. ~~Fixed Assets (blue) – this is only created if the purchase is of a fixed asset~~

~~The BOE Purchase Order form is printed and contains several parts (Appendix D-05), which are allocated as follows:~~

- e.d. ~~Original (White) – sent to the vendor, by the Department Head.~~
 - f. ~~Payment (Yellow) – sent to the Department Head. This is signed and dated by the Department Head and forwarded to the Accounts Payable Clerk when a payment is to be made against any invoice for the Purchase Order. The Department Head attaches the invoice to be paid.~~
 - g.e. ~~Accounting Department (Pink) – Accounting copy.~~
 - h.f. ~~Department Copy – (Goldenrod) Department Head copy.~~
 - i.g. ~~Fixed Assets – copy of the Purchase Order if the purchase is a Fixed Asset.~~
7. Any changes to purchase orders (i.e. for updated shipping costs, etc.) will be approved by the Finance Director (General Government) or the BOE Business Manager (Education). Changes to a PO need to be sent via e-mail from the Department Head to the Finance Director or the BOE Business Manager, for approval.
8. Open Purchase Orders should be routinely reviewed by the Department Head (or designee) ~~At the end of the month, the Accounts Payable Clerk's run an Open Purchase Order Report for the General Government and Education Department. These are reviewed by the individuals involved in the Purchase Order system to determine whether the Purchase Orders should remain open, or be closed. The system flags Purchase Orders that do not match the corresponding invoice, which will be reviewed immediately.~~
9. ~~At the end of the month, the Finance Director and Board of Education's Business Manager monitor will print a Budget vs. Actual report for their respective budgets and make corrections, as needed, along with a detailed General Ledger. These are reviewed, corrected as needed, and shared with the Department Heads for their review.~~
10. The final monthly Budget vs. Actual report is then distributed to the ~~Finance Director and Superintendent, who share it with the~~ appropriate Boards.

Small Purchase Procedure (General Government only)

The Department Head (or individual charged with budget compliance) is authorized to make purchases under \$100 without a Purchase Order. Nothing is recorded in the system at the time of the order. The Department Head must still comply with the State and Town budgetary rules; therefore, they will note and file all purchases that do not require a Purchase Order.

Full authorization comes at the payment level. This section does not apply to the Education Department, as they are required to complete a Purchase Order for every item.

RECEIVING**Procedure:**

1. The Department Head checks the goods against the shipping/receiving report.
 - a. If they agree, the Department Head will note that they have been received, and will indicate approval by initialing and dating the shipping/receiving report
 - b. Any discrepancies are noted on the shipping/receiving report by the Department Head (items not received, etc.)
2. Once the goods are received, the signed shipping/receiving report is matched with the Purchase Order (if any) to await the invoice.

PROCESSING INVOICES**Policy:**

Invoice batches can only be open in the accounting system one at a time. Each batch is dated for payment the following Wednesday, and run for payment each Wednesday afternoon.

Blank checks are stored in a locked file cabinet in the Accounting Office. These are numbered electronically as they are printed. Once a batch is closed, the computer system locks in the check numbers assigned in the batch. When a new batch is created, it assigns check numbers sequentially after the last batch.

Two signatures are required on the checks. All signatures are done electronically. The First Selectman and Treasurer are signatories on the General Government checks. ~~The Treasurer has control over this signature disk, which is stored on a computer and locked with a password.~~

The Finance Director receives any correspondence regarding past due invoices. If any such correspondence is received, the Finance Director follows up with the Accounts Payable Clerk's and, if necessary, Department Head to resolve the issue.

The General Government and Education Department (as a whole) cannot go over budget in accordance with State Statutes. The Board of Finance approves transfers for the General Government's budget. The Board of Education Business Manager is allowed to authorize

transfers up to \$500 without Board approval. The Education Department approves any transfers over \$500.

Procedure:

1. Invoices are received through the mail/email and distributed to the correct Departments via email.
2. The Town/BOE Department Heads will match invoices to Purchase Orders (~~pink copy, if applicable~~) and shipping/receiving reports, if applicable, to determine the order has been fulfilled. ~~The BOE Department Heads will match invoices to Purchase Orders (Yellow Copy)~~
3. The Department Head approves and signs off on the invoice by noting the following (electronic signature is acceptable):
 - a. Approval to pay ("Okay to pay")
 - b. Initials
 - c. Date
4. The approved invoice package is sent to the Accounts Payable Clerk's.
5. The Accounts Payable Clerk's enter the Purchase Order number into the system. If the Invoice is greater than the Purchase Order it will be kicked back to the Department Head and they need to explain and increase the Purchase Order or change the Invoice. The bill won't be paid if it is over the department threshold (General Government \$500, Education \$0) and there is no Purchase Order in existence.
6. As invoices are received, the Accounts Payable Clerk's will input them into the accounting system according to the date the goods or services were received.
7. The Purchase Orders are then closed. The Department Head closes Purchase Order by noting the following (electronic signature is acceptable): ~~If the Purchase Order is for a fixed asset, the blue copy of the Purchase Order is forwarded to the Fixed Asset Manager (currently the Purchasing Agent).~~
 - a. Approval to close ("Okay to close")
 - b. Initials
 - c. Date
8. A detailed Vendor Register and Expense Detail Report are run by the Accounts Payable Clerk's. This is reviewed by the Finance Director/BOE Business Manager for accuracy. ~~When approved by the Finance Director, it is forwarded to the Treasurer as authorization to print the checks.~~
9. When the batch is ready for processing, the Accounts Payable Clerk loads the blank checks into the check printer, ~~loads the signature disk into the computer~~, and prints the vendor checks. The Accounts Payable Clerk moves the remaining blank checks ~~and signature disk~~ back into locked storage. The accounting system will generate a file with ACH payments (direct deposit) for further submission to the bank.

10. The ~~checks~~—check stubs, ACH report, invoices, and detailed Vendor Register and Expense Detail Reports are attached to the Check Register. The batch information is attached to the top of this packet. The batch information includes: the total amount of checks to be disbursed, the check number in the series, list of ACH transactions, and the date of the batch disbursement.
11. The batch packages are sent to the First Selectman (General Government invoices) and the BoE Business Manager (Education invoices) for their approval. (Approval or disapproval must be received by Thursday at noon.) These are reviewed for:
 - a. Receiving sign off
 - b. Invoice approval
 - c. Purchase Order (if any), invoice, and check agree
12. ~~The Treasurer or Deputy Treasurer~~, First Selectman, and BoE Business Manager will sign off on the Check Register batch to show their approval. Reports are sent to the Treasurer to ensure cash disbursements are in line with available funds.
13. Once the approvals are received, the Finance Director (or other designee) creates a Positive Pay File in our financial system and reconciles against the Check Register. The Finance Director (or other designee) uploads the Positive Pay File and ACH Payments File to the bank via their online portal and then informs the Accounts Payable Clerk that the checks may be released.
14. When the disbursements checks are approved, released, and disbursed, the batch is closed by the Accounts Payable Clerk's.
15. After the bills are paid, the Accounts Payable Clerk's attaches the check stub to the invoice and files them by vendor.
16. If any of the invoices were fixed assets, the Accounts Payable Clerk's gives the Purchasing Agent a copy of the invoices and checks as they are paid.
17. ~~At the end of each month, the~~ Finance Director/BOE Business Manager reviews spending across departments on an ongoing basis. It is the responsibility of the Department Heads to monitor activity and remain within budget. Department Heads have access to eFinancePlus to view the status and account details on demand. will create and review reports by department. The reports will contain account summaries and detail of all transactions and Purchase Order activity. The Finance Director or BOE Business Manager will notify the respective Department Heads if they are nearing their budget. These detailed reports are given to the Department Heads and BOE Business Manager to help monitor their budget.
18. If necessary, the Finance Director requests budget transfers within or between departments to the Board of Selectmen and the Board of Finance.
19. At the end of each month, ~~the Accounts Payable Clerk's will create~~ a Budget vs. Actual Report for the General Fund. ~~This~~ is reviewed by the Finance Director and BoE Business Manager. Significant variances are investigated. The Finance Director will review this report monthly with the Board of Finance. The BOE Business Manager will

review this report weekly with the Superintendent, and monthly with the Education Department's Finance Committee.

20. Monthly, the Senior Accountant will create Income Statements and Balance Sheets for all funds. These statements are reviewed and adjusted (as necessary) by the Accounting Manager, and then given to the Finance Director. Significant variances are immediately investigated.

21. Town Journal Entries are created and recorded by the designated staff members Senior Accountant and reviewed/approved by the Finance Director. BOE Journal Entries are created by the BOE Business Manager/Senior Accountant ~~Finance Director~~ and recorded by the Senior Accountant ~~Finance Director~~ and reviewed/approved by the ~~Senior Accountant~~.

NEW VENDOR REQUEST FORM

To Be Completed by the Finance Office

New Vendor _____

W9 must be completed and submitted to the Finance Office

New Vendor Information:

Corporation Name or Legal Name

Payment Remittance Address

Federal ID# _____ or Social Security # _____

Phone Number _____

Fax Number _____

Email Address _____

Website _____

PLEASE MAKE SURE THAT THE VENDOR WILL ACCEPT PURCHASE ORDERS

How did you hear about the vendor? _____

What source document are you using? _____

How many times do you anticipate ordering from this vendor during the year? _____

****Please complete and return to the Finance Office prior to sending the requisition form****

Finance Director Approval _____

Signature

Date

Vendor ACH/Direct Deposit Authorization Form

Town of New Fairfield
Finance Department

1. Please Check One:

NEW Direct Deposit CHANGE Direct Deposit CANCEL Direct Deposit

2. Vendor/Payee Information

Name:

EIN/Tax ID:

Address:

Contact Person's Name:

Telephone Number:

Email Address for Remittance Advice:

3. Financial Institution Information (Attach VOIDED check or Bank Verification Letter)

Bank Name:

Bank Address:

Name on Bank Account:

Bank Account Number:

Nine-Digit Bank Routing Number (ABA):

Type of Account: Checking Savings

4. Approvals/Authorizations - I certify that the information provided on this form is correct, and I hereby authorize the Town of New Fairfield to electronically deposit payments to the bank account designated above. I also authorize the Town of New Fairfield to initiate debit entries to the same account indicated above to reverse any payment deposited in error. It is my responsibility to notify the Town of New Fairfield (203-312-5657) immediately if I believe there is a discrepancy between the amount deposited to my bank account and the amount of the invoice(s) paid. I understand that I must notify Town of New Fairfield in writing immediately of any changes in status or banking information. I understand that this authorization will remain in full force and effect until Town of New Fairfield has received written notification requesting a change or cancellation and has had reasonable opportunity to act on it, which should take no longer than seven (7) to ten (10) business days.

Print Name: _____ Signature: _____ Date: _____

Important Information

Please return completed form and voided check/bank verification letter to: **Town of New Fairfield Finance Department 3 Brush Hill Road New Fairfield, CT 06812** OR Email to Finance@newfairfield.org

For Office of Accounts Payable Use Only

INTERNAL USE ONLY

AP Reviewed and Approved: _____

Date: _____

Vendor # _____