

D-1

TOWN/VILLAGE OF HARRISON
COMPTROLLER'S OFFICE

TO: Ron Belmont, Supervisor and Members of the Town Board
FROM: Maureen MacKenzie, Comptroller
RE: Town Board Meeting of April 1, 2014
DATE: March 19, 2014

Authorization is requested for Comptroller Maureen MacKenzie and Intermediate Clerk Gail Frohlich to attend the New York State Association of Municipal Purchasing Officials Professional Development Conference in Lake George New York. The conference is from May 6th through May 9, 2014.

The conference has an outstanding lineup of classes and speakers that will assist us in sharpening our skills and increasing our knowledge in the field of purchasing.

The total cost for this conference, including meals, lodging, and mileage, will not exceed \$1,700.

There will be no charge to the 2014 budget for this conference except for the mileage reimbursement, which will be approximately \$300.00. Funds are available in budget line 001-1315-100-0406 to cover the mileage reimbursement. We have miles accumulated on the Town's credit card account. The miles will be used to pay all additional costs for this conference .

Respectfully submitted.