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TOWN/VILLAGE OF HARRISON
COMPTROLLER'S OFFICE

TO: Ronald Belmont, Supervisor and Members of the Town Board

FROM: Maureen MacKenzie, Comptroller

RE: Town Board Meeting of June 16, 2016

DATE: June 15, 2016

Authorization is requested for Opal Douglas and Gail Frohlich of the Purchasing Department to attend "How to Use Our New Contracts" Training.

The training will be held at the Adam Clayton Powell Building in NYC on June 29th. There is no fee for this training.

There have been many procedural changes to accessing and ordering off of NYS Contracts making this training absolutely necessary.

Respectfully submitted.