

SUPPORT SERVICES COMMITTEE
WEIGHTS AND MEASURES AGENDA
APRIL 20, 2016

*Committee Members: Supervisors Vanselow, Frasier, McDevitt, Wood, Brock, Seeber,
Montesi, and Leggett*

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items:
 1. Permission requested for Herb Levin to attend NYS Weights & Measures Association Annual Training School 6/6/2016 to 6/10/2016
- IV. Referrals/Pending Items:

None.
- V. Discussion Items:

None.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments:

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
 Out-Of State (needs Board resolution)

The Support Services Committee hereby authorizes Herb Levin
(Supervisory Committee) (Employee Name)

to attend New York State Weights & Measures Association Annual Training School
(Name of meeting or organization)

at Comfort Inn & Suites 6701 Buckley Road North Syracuse, NY 13212
(Address)

On June 6 - 10, 2016 Mode of transportation to be used Department Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

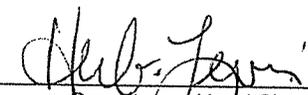
- (Please check documents attached)
 Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ _____ GSA* Rate \$ _____

Meal costs - GSA*per diem rate \$ _____
*www.gsa.gov

Date: April 20, 2016


Department Head Signature

Date: _____


Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.
 REQUEST FOR USE OF FLEET VEHICLE

- Filing Instructions:
1. Original with voucher to Auditor.
 2. Copy to Frank Morehouse if fleet vehicle is needed.
 3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
 4. Copy to Purchasing with Purchase Order, If required.
 5. Copy to County Administrator if credit card will be used.