

Nevada Department of Agriculture Purchase Order and P-Card Request Form

Fields marked with * are required

*Vendor Name: National Alfalfa and Forage Alliance (NAFA)
 Vendor Address: 4630 Churchill Street, Suite #1
St. Paul, MN 55126
 *DAWN Vendor Number (if purchase order): T29017144

PO Number: _____
 P-Card holder approval: _____
 (signature)
 *Date: 8/17/2021
 *Fiscal Year: 2022

*Agency Contact: Russell Wilhelm
 *Contact Phone: (775) 353-3711
 *Ship to Address: 405 S. 21st Street Sparks, NV 89431
Make sure to inform the vendor to add Agency Contact name and/or PO# to all shipping labels.

FISCAL USE ONLY:

Approved by: _____
 Date: _____

*Bill to address: Nevada Department of Agriculture
ATTN: Fiscal Services
405 South 21st St.
Sparks, NV 89431

Failure to indicate the correct Purchase Order number on your invoice and/or failure to submit invoices properly as indicated on the Order can delay processing of payment.

Federal Tax ID: 88-6000022
 Tax Exempt ID: 88-730027K

*Budget Acct	*Cat	*GL	*Job Code	Vendor Item #	*Item Description	*Qty	*Unit Price	*Total
4544	10	7300	Alfalfa	N/A	Membership dues valid through 06/22	1.00	\$ 454.00	\$ 454.00
4544	10	7300	Alfalfa	N/A	NAFA Donation - Silver Membership	1.00	#####	\$ 1,500.00
								\$ -
								\$ -
Shipping:							\$	-
Subtotal:							\$	1,954.00
*Total:							\$	1,954.00

*Detailed Reason / Justification:
 The Nevada Alfalfa Seed Association has determined that this year a donation will be made to NAFA in order to support alfalfa seed research at the national level. Also, assessment dues are owed in order to maintain membership status within the organization. Two checks need to be created for these separate payments.
Attach any memos or other documentation required by NDA policy.

*Required signatures:

Originator: _____ Date: <u>8/23/2021</u>	Budget Analyst: _____ Date: _____
Administrator: _____ Date: _____	ITC: _____ Date: _____

Make a copy for your records

*Date completed: _____
 *Recipient's signature: _____

Vendor #: T29017144

NAFA

National Alfalfa & Forage Alliance

4630 Churchill Street, Suite #1
St. Paul, MN 55126
Phone: 651.484.3888 Fax: 651.638.0756
nafa@alfalfa.org

DATE: 8/16/2021
INVOICE #: 202122011
DUE DATE: *Upon receipt*

BILL TO:
Russell Wilhelm
Nevada Dept of Ag
405 S 21st St
Sparks, NV 89431
775-353-3711

DESCRIPTION	AMOUNT
NAFA Seed Association - NV Membership valid thru June, 2022	\$454.00
TOTAL	\$454.00

Please make all checks payable to **NAFA** and keep this invoice for your records.

Thank you!

Russell Wilhelm

From: Walter Brinkerhoff <walterbrinkerhoff@gmail.com>
Sent: Thursday, August 19, 2021 12:31 PM
To: Arias, Jose
Cc: Russell Wilhelm; Dan Hetrick; Blaine Smith; Clay Smith; burrowsfarms@yahoo.com; Gail Munk (munkgg@gmail.com); Hafen, John; Jim List (jimlist@GMX.com); Mike Phillips; Rick McClintick; Steve Foster
Subject: Re: [EXTERNAL] Alfalfa Research and Promotion Account Expenses: Assessment Dues - WASGA/NAFA

I'm in favor of paying the dues and donation as submitted.

Walter Brinkerhoff

On Aug 18, 2021, at 8:45 AM, Arias, Jose <JArias@foragegenetics.com> wrote:

Hi All ,

Hope everyone is doing well .

I think it is important for Nevada to be represented and remain members of NAFA and WASGA. The donation of \$1,500 to NAFA is also a good cause for Nevada alfalfa seed industry.

I vote we pay the fees as Russell indicates below .

Thank you ,

Jose

From: Russell Wilhelm <rwilhelm@agri.nv.gov>
Sent: Tuesday, August 17, 2021 9:35 AM
To: Walter Brinkerhoff <walterbrinkerhoff@gmail.com>; Arias, Jose <JArias@foragegenetics.com>; Dan Hetrick <dan@hetrickfarm.com>; Blaine Smith <bsfarmsb@aim.com>; Clay Smith <clay30@gmail.com>; Burrowsfarms@yahoo.com; Gail Munk (munkgg@gmail.com) <munkgg@gmail.com>; 'Hafen, John' <john.hafen@simplot.com>; Jim List (jimlist@GMX.com) <jimlist@GMX.com>; Mike Phillips <mphillips7412@yahoo.com>; Rick McClintick <mcclintickfarms@hotmail.com>; Steve Foster <fosters@unce.unr.edu>
Subject: [EXTERNAL] Alfalfa Research and Promotion Account Expenses: Assessment Dues - WASGA/NAFA

Good Morning Everyone,

It's that time of year again to pay NAFA/WASGA Assessments. See attached invoices from both organizations to confirm total amounts due. As mentioned in last year's assessment email, WASGA and NAFA have determined that it is necessary to split these invoices into two categories and allocate specific amounts to each organization. To refresh everyone's memory, I have provided the email from Shane Johnson below describing the split:

Russell Wilhelm

From: Dan Hetrick <dan@hetrickfarm.com>
Sent: Friday, August 20, 2021 5:07 AM
To: Walter Brinkerhoff; Arias, Jose
Cc: Russell Wilhelm; Blaine Smith; Clay Smith; burrowsfarms@yahoo.com; Gail Munk (munkgg@gmail.com); Hafen, John; Jim List (jimlist@GMX.com); Mike Phillips; Rick McClintick; Steve Foster
Subject: RE: [EXTERNAL] Alfalfa Research and Promotion Account Expenses: Assessment Dues - WASGA/NAFA

I favor paying dues as submitted.

Sent from [Mail](#) for Windows

From: [Walter Brinkerhoff](#)
Sent: Thursday, August 19, 2021 12:30
To: [Arias, Jose](#)
Cc: [Russell Wilhelm](#); [Dan Hetrick](#); [Blaine Smith](#); [Clay Smith](#); [burrowsfarms@yahoo.com](#); [Gail Munk \(munkgg@gmail.com\)](#); [Hafen, John](#); [Jim List \(jimlist@GMX.com\)](#); [Mike Phillips](#); [Rick McClintick](#); [Steve Foster](#)
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