

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

**Fields marked with \* are required**

\*Vendor Name: Western Alfalfa Seed Growers Association (WASGA)

Vendor Address: 6601 W. Deschutes Ave., Suite C-2  
Kennewick, WA 99336

\*DAWN Vendor Number (if purchase order): T27043813

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.

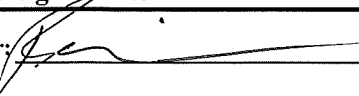
Federal Tax ID: 88-6000022  
 Tax Exempt ID: 88-730027K

*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	\$ 807.12	\$ 807.12
								\$ -
								\$ -
<b>Shipping:</b>								\$ -
<b>Subtotal:</b>								\$ 807.12
<b>*Total:</b>								\$ 807.12

**\*Detailed Reason / Justification:**

The NV Alfalfa Seed Association has agreed to pay assessment dues owed to WASGA. Previously, a single sum was paid to the National Alfalfa Forage Alliance (NAFA). These organizations have determined that, moving forward, payment of these assessments should be directed to each individual organization (See provided emails).  
*Attach any memos or other documentation required by NDA policy.*

**\*Required signatures:**

Originator:  Date: \_\_\_\_\_

Budget Analyst: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

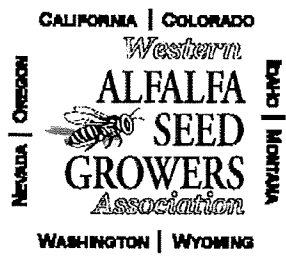
ITC: \_\_\_\_\_ Date: \_\_\_\_\_

**Make a copy for your records**

\*Date completed: \_\_\_\_\_

\*Recipient's signature: \_\_\_\_\_

Vendor #: T27043813



6601 W. Deschutes Ave, Suite C-2  
Kennewick, WA 99336  
(509) 585-5460

# INVOICE

DATE: 8/16/2021

Nevada Department of Agriculture  
Attn: Russell Wihelm

	DESCRIPTION		AMOUNT
	WASGA - Membership Assessment valid thru June 2022		807.12
		SUBTOTAL	\$ 807.12
			-
		Balance Due	\$ 807.12

THANK YOU !