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

*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 name and/or PO# to all shipping labels.

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

<table>
<thead>
<tr>
<th>*Budget Acct</th>
<th>*Cat</th>
<th>*GL</th>
<th>*Job Code</th>
<th>Vendor Item #</th>
<th>*Item Description</th>
<th>*Qty</th>
<th>*Unit Price</th>
<th>*Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4544</td>
<td>10</td>
<td>7300</td>
<td>Alfalfa</td>
<td>N/A</td>
<td>Membership dues valid through 06/22</td>
<td>1.00</td>
<td>$ 454.00</td>
<td>$ 454.00</td>
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<tr>
<td>4544</td>
<td>10</td>
<td>7300</td>
<td>Alfalfa</td>
<td>N/A</td>
<td>NAFA Donation - Silver Membership</td>
<td>1.00</td>
<td>#</td>
<td>$ 1,500.00</td>
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*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: ___________________________ 8/23/2021
Date

Administrator: ___________________________ Date

Budget Analyst: ___________________________ Date

ITC: ___________________________ Date

Make a copy for your records

*Date completed: ___________________________
*Recipient’s signature: ___________________________
### 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

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>NAFA Seed Association - NV Membership valid thru June, 2022</td>
<td>$454.00</td>
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**TOTAL**  $454.00

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

**Thank you!**
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

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:
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  
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