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.

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

FISCAL USE ONLY:

Approved by: ____________________
Date: ____________________

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

<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>$ 807.12</td>
<td>$ 807.12</td>
</tr>
</tbody>
</table>

*Total: $ 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: ____________________

Revised 10/2020

agri.nv.gov
Nevada Department of Agriculture  
Attn: Russell Wihelm

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>WASGA - Membership Assessment valid thru June 2022</td>
<td>807.12</td>
</tr>
</tbody>
</table>

SUBTOTAL $ 807.12  

Balance Due $ 807.12

THANK YOU!