

CAPITOL REGION COUNCIL OF GOVERNMENTS

350 Church Street, 3rd FL
Hartford, CT 06103

Purchase Order/Requisition No: 24-_____

MEMBERS

- Andover*
- Bloomfield*
- Bolton*
- Canton*
- East Granby*
- East Hartford*
- East Windsor*
- Ellington*
- Enfield*
- Farmington*
- Glastonbury*
- Granby*
- Hartford*
- Hebron*
- Manchester*
- Marlborough*
- Newington*
- Rocky Hill*
- Simsbury*
- Somers*
- South Windsor*
- Stafford*
- Suffield*
- Tolland*
- Vernon*
- West Hartford*
- Wethersfield*
- Windsor*
- Windsor Locks*

DATE: 05/15/2024

DEPARTMENT: Administration

RECOMMENDED VENDOR/CONTRACTOR: Panera, CRCOG Credit Card

BILL & SHIP TO: ABOVE ADDRESS **TERMS:** _____

PLEASE LIST EACH ITEM

Attach separate sheets, if necessary

Project/ Account Code	Item(s) –With Description/specifications	Quantity	Estimated Cost
	Lunch order for NIMS course for Executive Leaders. Class is on 5/22/24, about 15 people	1	\$150 - 200
TOTAL			

Requisitioned by: Laura Frankowski

Date: 05.15.24

Approved by: _____
Department Head

Date: _____

Approved by: _____
Finance Director

Date: _____

AND/OR: _____
Executive Director

Date: _____ 05/15/2024

Instructions: BEFORE incurring costs, please prepare this form and obtain necessary approvals for appropriateness of procurement and funding availability from Department Head and Fiscal Officer. The Fiscal Officer will inform you as to approval, then attach this form to the invoice provided by the Vendor/Contractor.