

LF110100-03



# CITY OF RAPID CITY

## RAPID CITY, SOUTH DAKOTA 57701

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Department of Fire and Emergency Services

10 Main Street

605-394-4180

FAX: 605-394-6754

October 12, 2000

TO: Maggie Paul, Legal Assistant  
FROM: Frankie Hofer, Fire Department  
RE: Agenda Item

Please place the following item on the Council Preview Agenda.

Request for approval for Nathan Deitschman, Jim Frybarger, and Bill Reishus to attend "Highway Emergency Response Specialist" training classes at the Emergency Response Training Center in Pueblo, CO from November 13-17, 2000. The course is being reimbursed through a State Grant. These expenses will be on the HAZMAT Budget.

Total estimated expenditures will be \$4986.00.

**Purchase Order**  
**City of Rapid City South Dakota**  
 Rapid City, SD 57701  
 Phone (605) 394-4142



PO Number **435013**

Year 2000

Vendor Transportation Technology Center, Inc.  
 Remittance ERTC  
 Address P.O. Box 11130  
Pueblo, CO 81001-1130

Vendor Number V 0  
 Computer Entry Date \_\_\_\_\_

CR	Amount	Cost Center	Line Item	Invoice No.
[ ]	1270.00	9202	4270	111300
[ ]	1270.00	9202	4270	111300
[ ]	1270.00	9202	4270	111300
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[ ]				
[ ]				
[ ]	3810.00	TOTAL		

Quantity/Description  
 registration - Nathan Deitschman  
 registration - Jim Frybarger  
 registration - Bill Reishus  
 Highway Emergency Response Specialist  
 November 13-17, 2000

Canyon Business Products, Inc. (605) 943-4493

This order is regularly issued only when countersigned by Purchasing Agent and approved by the Mayor, if over \$500.00.

Formal Bid - Date Approved \_\_\_\_\_  
 Informal bid, see supporting data attached  
 No bid required  
 Will be reimbursed by \_\_\_\_\_

REMARKS

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Dept. Head Cory Shuph Date 10-12-00  
 Mayor \_\_\_\_\_ Date \_\_\_\_\_  
 Purchasing Agent \_\_\_\_\_ Date \_\_\_\_\_

FINANCE COPY

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Nathan Deitschman Department 9202 - HazMat

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

to attend the "Highway Specialist" class at the Emergency Response Training Center

List all other City employees, if any, making the trip for the same purpose: Jim Frybarger, Bill Reishus

Place of meeting or destination: Pueblo, CO

Date of meeting \_\_\_\_\_

Date trip to begin \_\_\_\_\_ Date trip will end \_\_\_\_\_

Method of transportation requested City Vehicle

Estimated transportation cost \$ 75.00

Meals \_\_\_\_\_

Lodging 6 days x (2) rooms 519.00

Other costs - description registration x 3 582.00

Transportation Technology Center, Inc. 3810.00

Total estimated cost of trip \$ 4986.00

Signed Nathan Deitschman Date Cary Shepherd Date 10-12-00  
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Mayor

When the cost of the trip will exceed \$1,500, per employee, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy