

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION  
STATE OF NEW HAMPSHIRE

121 South Fruit Street  
Concord, N.H. 03301-2412

Telephone 603-271-6766 · Fax 603-271-0597

PETER D. DANLES  
Executive Director

MELISSA VAN SICKLE  
Director of Finance



22 Sem

January 23, 2018

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Office of Professional Licensure and Certification to **retroactively** pay The Office Pal, Inc., vendor code 202557, Lakewood, New Jersey, in the amount of \$298.92 from June 2015. The Office of Professional Licensure and Certification is a 125% agency funded entirely by examination and licensing fees. 100% general funds

Funding is available for FY 2018 in account, Office of Professional Licensure and Certification:

**01-21-21-215010-24060000 Division of Health Professions**

	<b><u>FY 2018</u></b>
<b>020 - 500223 PC Desktop Supplies</b>	<b>\$ 298.92</b>

**EXPLANATION**

This request is **retroactive** because the original invoice was never received. The vendor never followed up with us until January 3, 2018.

Respectfully submitted,

Handwritten signature of Melissa Van Sickle in cursive.  
Melissa Van Sickle  
Director of Finance

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1000, Airport Road  
 Suite 201 Lakewood,  
 New Jersey 08701  
 Phone : 877.486.0590  
 Fax : 732.363.6933  
 email : sales@theofficepal.com

**Invoice Number:** 0104683  
**Invoice Date:** 6/2/2015  
**Invoice Due Date:** 07/02/2015  
**Sales Order Number:** A097956  
**Customer Number:** 09-0106906  
**Customer-PO#:** 202557  
**Payment Type:** CHECK No

**Shipping Information**  
 NH Board of Nursing  
 NH Board of Nursing  
 121 South Fruit Street  
 Concord , NH 03301

**Billing Information**  
 State Of New Hampshire  
 25 Capitol St State House Annex  
 Concord , NH 03301

<b>Invoice Information</b>			
Item	Unit Price	Quantity	Amount
CE390X HP 90 X High Yield Black toner	\$298.92	1	\$298.92
CE255XR EnviroFriendly55XBlackHi-Yld.L	\$0.00	1	\$0.00
<b>Net Invoice:</b>			\$298.92
<b>Shipping:</b>			\$0.00
<b>Sales Tax :</b>			\$0.00
<b>Less Discounts :</b>			\$0.00
<b>Invoice Total :</b>			\$298.92

Proc Lvl 02102 Activity **BOOKUREG**  
 Vendor # **3001** INV **0104683**  
**298.92**  
**24060000**