



Town of West Seneca Assessor's Office

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May 21, 2015

To: Honorable Town Board
Town of West Seneca

From: Kandace S. Wittmeyer, SCAA

Re: Out of Town Training

Dear Honorable Town Board Member:

I respectfully request your authorization for Erik Finbar to attend a commercial/industrial training class through the New York State Assessor's Association at Cornell University, Ithaca, New York July 12th through July 17th. The total cost should not exceed \$1000 which is the amount available on the department training budget line. (1.1355.0414).

Please feel free to contact me with any questions with respect to this request.

Thank you in advance.

Respectfully,

Kandace S. Wittmeyer, SCAA
Assessor

JUN 0 1 2015