PORT OF GALVESTON
REQUEST FOR DISCUSSION AND
TRUSTEE ACTION

BUSINESS ITEM – CONSENT AGENDA – D.1.a

PREPARED BY:  Mark Murchison  Chief Financial Officer  May 18, 2020

SUBJECT:  CONSIDER MARCH BOARD AND STAFF EXPENSE REPORTS

BACKGROUND:  Each month the Board and Staff incur travel and entertainment expenses in the course of conducting Port business. Copies of these expenses are submitted to the Board each month for review and approval.

RECOMMENDATIONS:  The Board of Trustees of the Galveston Wharves is respectfully requested to review the attached information, to listen to the briefing of the Port Director/CEO and the CFO, and to approve the May, 2020 travel and entertainment expenses of the Board and staff as submitted, which were incurred in conformance with the existing policy and within the 2020 Budget.

Respectfully Submitted By:

Rodger Rees, Port Director/CEO

DATE ACTION TAKEN:  

Approved:  
Disapproved:  
Deferred To:  
Incorporated into Minutes: 

Motion By:  
Seconded By:  
Unanimous:  Yes  No 

By:  
<table>
<thead>
<tr>
<th>Date of Invoice</th>
<th>Date Paid</th>
<th>Description</th>
<th>Travel</th>
<th>Dues, Publications &amp; Memberships (Includes Training)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1/2020</td>
<td>4/1/2020</td>
<td>Administration</td>
<td></td>
<td>65.00</td>
<td>65.00</td>
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<tr>
<td>4/3/2020</td>
<td>4/15/2020</td>
<td>Procurement Training - Stephanie Smith</td>
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<td>75.00</td>
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<tr>
<td>4/7/2020</td>
<td>4/7/2020</td>
<td>Credit for Houston H/R Conference Cancelled due to Covid-19 - Brenda Lambright</td>
<td></td>
<td>(795.00)</td>
<td>(795.00)</td>
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<tr>
<td>4/7/2020</td>
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<td>Indeed Job Posting</td>
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<td>4/29/2020</td>
<td>4/29/2020</td>
<td>Procurement Training - Megan Kelmig</td>
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<td>375.00</td>
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<td>4/29/2020</td>
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<td>SHRM Certification - Brenda Lambright</td>
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<td>375.00</td>
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<td>4/29/2020</td>
<td>Administrative Assistant Training - Michelle Montegut</td>
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<td>4/29/2020</td>
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<td>Certified Grant Writer Training - Ellie Byrom</td>
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<tr>
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<td></td>
<td></td>
<td>Associate Sworn Officers Dues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/3/2019</td>
<td>4/30/2020</td>
<td>Public Relations</td>
<td></td>
<td>2,500.00</td>
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<td>4/30/2020</td>
<td>4/30/2020</td>
<td>Galveston County Daily News RFP - Decontamination &amp; Disinfectant</td>
<td></td>
<td>962.66</td>
<td>962.66</td>
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<tr>
<td></td>
<td></td>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4/30/2020</td>
<td>4/30/2020</td>
<td>Monthly Amortization Florida-Caribbean Cruise Association, Dues FY 2020, April</td>
<td></td>
<td>833.33</td>
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<td>Monthly Amortization Green Marine, Dues for FY 2020- April</td>
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<td>Monthly Amortization AAPA, Dues for FY 2020- April</td>
<td></td>
<td>1,296.08</td>
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</tbody>
</table>

Reimbursement Requests are in Conformance with Budget and Policy except for certain request which were submitted outside the 45 day time period and were approved at the discretion of the Port Director.

Approved: [Signature]

CPO

Date: 5/18/2020

Approved: [Signature]

Port Director/CEO

Date: 5/22/2020
Registration Confirmation

Name: Ellie Byrom
Organization Name: Port of Galveston
City and State/Province: Galveston, TX

Your payment has been received. Thank you.

Thank you for registering for the Southeast Texas Chapter Conference. Should you have any questions, please email Carol Bornstein at cbornstein@cbornstein.com

Cancellations and refunds available up until April 15, 2020

Event Name: Southeast Texas Chapter of the Grant Professionals Association 6th Annual Regional Conference - 2020: Focus on the Funder
Event Start Date: 4/23/2020 9:00 AM CST
Event End Date: 4/23/2020 3:30 PM CST
Venue Name: United Way of Greater Houston
Event Location: 50 Waugh Dr, Houston TX 77007
Event Registrant: Ellie Byrom

Registration Details

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>Event Registration Fee - Ellie Byrom - All Days</td>
<td>1</td>
<td>$80.00</td>
<td>$80.00</td>
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<tr>
<td>Early Bird Discount</td>
<td>1</td>
<td>$(15.00)</td>
<td>$(15.00)</td>
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<tr>
<td><strong>Total Amount</strong></td>
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<td><strong>$65.00</strong></td>
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<tr>
<td>Credit Card Payment</td>
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<td>$(65.00)</td>
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<tr>
<td><strong>Balance Due</strong></td>
<td></td>
<td></td>
<td>$0.00</td>
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</tbody>
</table>

Event Description:
Come join the Southeast Texas Chapter of the Grant Professionals Association for our Sixth Annual Regional Conference - "Focus on the Funder"! This year, our conference will feature:

- Guest presenter Lydia Howie, GPC, who will speak about "Pet Peeves of Funders";
- "Articulating Data Well" - a panel presentation with representatives from Aids Foundation Houston, Greater Houston Community Foundation, and Dini Spheris; and
- A "Funder Round Robin - An opportunity for small-group meetings with representatives from ten Houston-area foundations!

Breakfast, lunch, and snacks will be included. This event also qualifies for CFRE and GPC credits. Be sure to register early and take advantage of our "Early Bird" rate!

Early bird rate (until March 20, 2020): $50 for GPA members, $65 for non-members, $50 student (email Carol Bornstein at cbornstein@cbornstein.com t provide proof of enrollment and instructions to receive student rate).
After March 20, rates will be $65 for GPA members, $80 for non-members, $50 students.
Day of registration: $70 for GPA members, $85 non-members, $50 students.

Cancellations and refunds available up until April 15, 2020.
Attendance at this meeting qualifies for 3.25 points for CFREs.
Transaction Date: 3/12/2020 9:30:24 AM
Card Type: Mastercard
Card Last 4 Digits: XXXX-XXXX-XXXX-0617
Total: $65.00
Order received

INVOICE NUMBER: 10032997  DATE: April 3, 2020  TOTAL: $75.00  PAYMENT METHOD: Credit card

Agency PO Number: 1999445629

Please FORWARD this to your Agency's Accounts Payable Office IMMEDIATELY for payment

Invoice details

<table>
<thead>
<tr>
<th>Building 1</th>
<th>Purchaser: May 21, 2020 Time: 9:00 am-4:30 pm CST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$75.00</td>
<td></td>
</tr>
</tbody>
</table>

Credit card

Total: $75.00
Student Information

Stephanie Smith

☑ ssmit@portcfgalveston.com

Billing address

Stephanie Smith
Port of Galveston
123 25th Street
8th Floor
Galveston, TX 77550

☎ (409) 766-6100

☑ ssmit@portcfgalveston.com

Statewide Procurement Education System

512-463-5355

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Refund Receipt

HR Houston
2190 North Loop W Ste 311
Houston, Texas 77018
(713) 426-2846

Account Holder
Laura Camcioglu
123 25th st 8th floor
Galveston, Texas 77550

Refund Summary

Account: niki@hrhouston.org
MemberID: 60889193
Organization: port of galveston
Notes: Online Store Order

Amount Refunded: $795.00
Payment Method: MasterCard
Card Number: **********0817
Date Refunded: March 25, 2020 08:19 am
Transaction Id: 29949120
MOODY NATIONAL BANK Credit Card Account Statement
March 9, 2020 to April 7, 2020

SUMMARY OF ACCOUNT ACTIVITY

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Previous Balance</td>
<td>$4,730.09</td>
</tr>
<tr>
<td>- Payments</td>
<td>$4,730.09</td>
</tr>
<tr>
<td>- Other Credits</td>
<td>$1,869.83</td>
</tr>
<tr>
<td>+ Purchases</td>
<td>$4,605.17</td>
</tr>
<tr>
<td>+ Cash Advances</td>
<td>$0.00</td>
</tr>
<tr>
<td>+ Fees Charged</td>
<td>$0.00</td>
</tr>
<tr>
<td>+ Interest Charged</td>
<td>$0.00</td>
</tr>
<tr>
<td>= New Balance</td>
<td>$2,735.34</td>
</tr>
</tbody>
</table>

Account Number: XXXX XXXX XXXX 0617
Credit Limit: $7,500.00
Available Credit: $4,389.00
Statement Closing Date: April 7, 2020
Days in Billing Cycle: 30

PAYMENT INFORMATION

<table>
<thead>
<tr>
<th>Information</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>New Balance</td>
<td>$2,735.34</td>
</tr>
<tr>
<td>Minimum Payment Due</td>
<td>$82.07</td>
</tr>
<tr>
<td>Payment Due Date</td>
<td>May 2, 2020</td>
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</table>

TRANSACTIONS

<table>
<thead>
<tr>
<th>Tran Date</th>
<th>Post Date</th>
<th>Reference Number</th>
<th>Transaction Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/24</td>
<td>03/24</td>
<td>8556061F4EHM69F1J</td>
<td>PAYMENT - THANK YOU</td>
<td>$4,730.09</td>
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<tr>
<td>03/26</td>
<td>03/27</td>
<td>8550039F6S66M40NG</td>
<td>HOUSTON HUMAN RESOURCE 713-6202 CREDIT</td>
<td>$1,074.83</td>
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<tr>
<td>04/02</td>
<td>04/03</td>
<td>5543298FD566QA</td>
<td>CCHOTEL RES 800-468-CREDIT</td>
<td>$905.00</td>
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<tr>
<td>03/10</td>
<td>03/10</td>
<td>65314611EHEHJLJVEW</td>
<td>HOT SHOT DELIVERY HOUS HOUSTON TX PO2715</td>
<td>$96.66</td>
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<tr>
<td>03/10</td>
<td>03/11</td>
<td>5554650E2399YJBA</td>
<td>SMARTSINK 718/6971900 NY</td>
<td>$87.90</td>
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<tr>
<td>03/12</td>
<td>03/13</td>
<td>5554690ET60299R9Q</td>
<td>GRANT PROFESSIONALS AS 913/883000 KS PO2753</td>
<td>$85.00</td>
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<tr>
<td>03/13</td>
<td>03/15</td>
<td>554807ET1031835P</td>
<td>SMART SOURCE LLC NY 8002394670 FL PO2746</td>
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<td>03/19</td>
<td>03/20</td>
<td>5542950EZHLH01AK</td>
<td>SP * CURRENTFINDS 698818653 NJ PO2837</td>
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<td>03/20</td>
<td>03/22</td>
<td>5543298F0SSG7MWS</td>
<td>INDEED 203-564-2400 CT</td>
<td>$285.00</td>
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<tr>
<td>03/20</td>
<td>03/22</td>
<td>5543298F0SSG771L</td>
<td>INDEED 203-564-2400 CT</td>
<td>$4.88</td>
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Transactions continued on next page

MOODY NATIONAL BANK
1550 N BROWN RD 150
LAWRENCEVILLE GA 30043

Account Number: XXXX XXXX XXXX 0617
New Balance: $2,735.34
Minimum Payment Due: $82.07
Payment Due Date: May 2, 2020

Amount Enclosed: $
TRANSACTIONS (continued)

An amount followed by a minus sign (−) is a credit unless otherwise indicated.

<table>
<thead>
<tr>
<th>Tran Date</th>
<th>Post Date</th>
<th>Reference Number</th>
<th>Transaction Description</th>
<th>Amount</th>
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</thead>
<tbody>
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<td>03/31</td>
<td>04/01</td>
<td>5542925FBUH95F89S</td>
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<td>04/02</td>
<td>5543286F0S5ZKGGGJ</td>
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<td>5548872FEBM8BA24P</td>
<td>PURCH TRAIN CERT CCC 5124633988 TX PC2003</td>
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<td>7541823F2M54EVD5S</td>
<td>EIG*CONSTANTCONTACT.CO 855-2295506 MA</td>
<td>$644.93</td>
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REWARDS SUMMARY

Visit www.mypreferredpoints.com to view rewards options and submit redemption requests.

*** PREFERRED POINTS REWARDS SUMMARY ***

Previous Balance: 18,037
Earned this Statement: 2,735
Redeemed this Statement: 0
Ending Balance: 20,772
Due to Expire: 6,761
Date to Expire: Dec 2022

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

<table>
<thead>
<tr>
<th>Type of Balance</th>
<th>Annual Percentage Rate (APR)</th>
<th>Balance Subject to Interest Rate: $0.00</th>
<th>Days in Billing Cycle: 30</th>
<th>Interest Charge: $0.00</th>
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<tbody>
<tr>
<td>Purchases</td>
<td>14.24% (v)</td>
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<td>30</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cash Advances</td>
<td>14.24% (v)</td>
<td>$0.00</td>
<td>30</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

(v) - variable

To avoid additional interest charges, pay your New Balance in full on or before the Payment Due Date.

Exciting news! Go online today and check out all new enhancements to the Card Service Center website. E-statements, additional payment options, links to Preferred Points website, and more. Visit us today at www.cardaccount.net to enroll your credit card account(s) on the newly enhanced website.

Thank you for the opportunity to serve your credit card needs. Should your future plans include travel, please contact us at 1-800-367-7576.

Indeed job postings

295.60

4.88

280.30

58018
CREDITS OF PAYMENTS

All payments received by 5:30 PM during the Card Issuer's normal business day at the address indicated on the reverse side of this statement will be credited to your account as of the date of receipt of the payment. If payment is made at any location other than that address, credit of the payment may be delayed up to 5 days.

BILLING RIGHTS SUMMARY

What to do if You Think You Find a Mistake on Your Statement
If you think there is an error on your statement, write to us at BCS, Attn: Dispute Department, 1550 North Brown Road, Suite 150, Lawrenceville, GA 30043 as soon as possible. In your letter, give us the following information: your name and account number; the dollar amount of the suspected error; and if you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- We may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While we do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Your Rights if You are Dissatisfied with Your Credit Card Purchases
If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

- The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than $50.
- The charge in question may not be over $250, and you must have your account on your statement, and we may continue to charge you interest on that amount.
- You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
- You must not have fully paid for the purchase. If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: BCS, Attn: Dispute Department, 1550 North Brown Road, Suite 150, Lawrenceville, GA 30043.

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

EXPLANATION OF INTEREST CHARGES

The Interest Charge shown on the front is the sum of the Interest Charges computed by applying the Periodic Rate(s) to the Average Daily Balance and adding any applicable transaction charge authorized in the Cardholder Agreement. The method for computing the balance subject to Interest Charge is an average daily balance (including new purchases) method.

We figure the interest charge on your account by applying the periodic rate(s) to the "average daily balance" of your account (including in some instances current transactions). To get the "average daily balance", we take the beginning balance of your account each day, add any new cash advances and subtract any payments or credits and any unpaid interest charges. If you paid in full the Previous Balance shown on this statement by the payment due date shown on the previous statement, we subtract from each day's beginning balance the amount of such Previous Balance included in that beginning balance and also do not add in any new purchases. Otherwise the amount of the Previous Balance is not subtracted and we add in any new purchases. This gives us the daily balance. Then we add all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

HOW TO AVOID INTEREST CHARGES: You have until the payment due date shown on your periodic statement to repay your balance before an interest charge on purchases will be imposed.

ANNUAL FEE DISCLOSURES

If an annual fee is shown on the front of the statement, see the front for information about the following matters: the annual percentage rate for purchases, certain information regarding any variable rate feature, the amount of the annual fee, any minimum interest charge, and any transaction charge for purchases. The method for computing the balance subject to interest charge on your account is an Average Daily Balance (including new purchases) method and is explained above.

If you terminate your account within 30 days from the Closing Date shown on the front of this statement, you will not owe the annual fee (and have the right to have it credited to your account) and may use your card(s) during that 30 day period without becoming obligated for the annual fee. To terminate your account you should give us written notice sent to the address for billing inquiries as shown on the front of this statement. All cards should be cut in half and returned with your termination notice.

CREDIT BALANCES

Any credit balance on your account (indicated by a "uang on the front of this statement) is money we owe you. You can make charges against this amount or request and receive a full refund of this amount by writing us at: Card Service Center, PO Box 699120, Dallas, TX 75362-9120. Any amount not charged against or refunded upon request that is over $1.00 (equal to or ir excess of $1.00 if you live in MA or any amount in NY) will be refunded automatically within six months after the credit balance was created (four billing cycles in MO).

(PLEASE SHOW YOUR CORRECT NAME AND ADDRESS)

Name (if incorrect on reverse side)

Street address

City State Zip Code

Effective Date: Month, Day, Year Signature

Home Phone Work Phone
Order received

INVOICE NUMBER: 10033004
DATE: April 7, 2020
TOTAL: $375.00
PAYMENT METHOD: Credit card

Agency PO Number: 1999445630

Please FORWARD this to your Agency's Accounts Payable Office IMMEDIATELY for payment

Invoice details

Bebdaril Texas Contract Manager - April 15-16, 2020 Time: 9:00 am-4:30 pm CST x 1

Payment method:

Total: $375.00
Student Information
Megan Mikutis
☑ mkeimig@portofgalveston.com

Billing address
Megan Keimig
Port of Galveston
123 25th Street
8th Floor
Galveston, TX 77550
☑ (409) 766-6100
☑ mkeimig@po.tofgalveston.com

Statewide Procurement Education System
512-463-5355

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Thank you for your recent PMI Store purchase.

Below you will find a list of the products you have just purchased.

Customers outside the United States are responsible for paying all duty and brokerage charges directly through customs.

Because PMI is not charging these fees, we are not able to estimate how much they will be. We take measures to ensure that the value of your shipment is declared accurately, and that all necessary paperwork accompanies your shipment to minimize any customs clearance delays.

<table>
<thead>
<tr>
<th>Order Items</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
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<tbody>
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<td>Project Management Basics</td>
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<td>$400.00</td>
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<tr>
<td>Item Subtotal</td>
<td></td>
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<tr>
<td>Discounts and Promotions</td>
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<tr>
<td>Shipping and Handling</td>
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<tr>
<td>Estimated Tax</td>
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<tr>
<td><strong>Order Total</strong></td>
<td></td>
<td></td>
<td><strong>$425.00</strong></td>
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</tbody>
</table>
Click here to access your new learning product(s). You are also welcome to access your transcript in the future via the "Access your Learning Products" link on the My PMI page on the PMI website.

If you have any questions, please contact customercare@pmi.org or call +1 610 356 4600.

PMI credential holders who successfully complete this product can earn PDUs toward the maintenance of their credential.

Click here to see your order history.

When referencing this order in the future please refer to this order ID: 136146818

FOR CJSTOMERS WHO PURCHASED E-LEARNING PRODUCT(S)

e-Learning Product System Compatibility Requirements:
  - **Internet Connection:** 56 KB Modem as minimum, 128 KB recommended
  - **Browser:** Microsoft Internet Explorer 6, 7, 8, Firefox 2.x (Note: Microsoft Internet Explorer 9, Firefox 4 and Firefox 5 are not currently compatible)
  - **Memory:** 256 MB minimum, 512 MB recommended
  - **Operating System:** Windows 2000 / XP
  - **Plug-in:** Macromedia Flash 7.0 plug-in. This course requires either the Adobe Flash Player version 7, 8 or 10.1 pre-release to run.
  - **Processor:** Pentium II 300 minimum, Pentium III recommended (PMI’s Learning Management system does not support Safari or MAC)
  - **Speakers:** Multimedia speakers or headphones

Click here to access your new learning product(s). You are also welcome to access your transcript in the future via the "Access your Learning Products" link on the My PMI page on the PMI website.

PMI credential holders who successfully complete this product can earn PDUs toward the maintenance of their credential.

**THIS IS AN AUTOMATED RESPONSE, PLEASE DO NOT REPLY TO THIS E-MAIL**

To check the status of your order, please log in to PMI.org and click on My PMI to view your order history.

For book orders, please e-mail info@bookorders.pmi.org. For all other inquiries, please e-mail customercare@pmi.org or call +1-610-356-4600.
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Subtotal: $375.00
Discount: $0.00
Tax: $0.00
Shipping: $0.00

Total: $375.00
You currently have no active applications.

APPLIICATION STATUS

LEARN MORE ABOUT PMI'S CERTIFICATIONS

Get certified!

CERTIFICATION STATUS

Volunteer Status: Find an opportunity
PMI ID: 6383140
Email: acherniavska@portfoliostore.com
Company: Generalieron Wheres
Title: Add my title

PROFILE

Aline Cherniavska

IMPORTANT UPDATE

Dashboard

Knowledge Resources

Orders

Profile

PMI @ Guide & Standards

Learning & Events

Membership

About

Store

Business Solutions

Structure

CEO Corner

Project
Thank you for your recent PMI Store purchase.

Below you will find a list of the products you have just purchased.

Customers outside the United States are responsible for paying all duty and brokerage charges directly through customs.

Because PMI is not charging these fees, we are not able to estimate how much they will be. We take measures to ensure that the value of your shipment is declared accurately, and that all necessary paperwork accompanies your shipment to minimize any customs clearance delays.

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| Shipping and Handling     |        |     | $0.00  |
| Estimated Tax             |        |     | $25.00 |

| Order Total               |        |     | $425.00 |
Click here to access your new learning product(s). You are also welcome to access your
transcript in the future via the "Access your Learning Products" link on the My PMI page on the
PMI website.

If you have any questions, please contact customercare@pmi.org or call +1 610 356 4600.

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maintenance of their credential.

Click here to see your order history.

When referencing this order in the future please refer to this order ID: 136136834

FOR CUSTOMERS WHO PURCHASED E-LEARNING PRODUCT(S)
e-Learning Product System Compatibility Requirements:
- Internet Connection: 56 KB Modem as minimum, 128 KB recommended
- Browser: Microsoft Internet Explorer 6, 7, 8, Firefox 2.x (Note: Microsoft Internet Explorer
  3, Firefox 4 and Firefox 5 are not currently compatible)
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To check the status of your order, please log in to PMI.org and click on My PMI to view your order history.
For book orders, please e-mail info@bookorders.pmi.org. For all other inquiries, please e-mail
customercare@pmi.org or call +1-610-356-4600.
Order Confirmation

Thank you for your enrollment
Please print this page for your records. A copy of this confirmation will be emailed to you. If you do not receive a copy of this email in your inbox, please check your spam folder.

EMAIL
mmontegut@portoegalveston.com

ACCOUNT ADDRESS
Michelle Montegut
123 25th Street 8th Floor
Galveston, TX 77550
United States
Phone: (409) 766-6100

ENROLLMENT DATE
04/15/2020 12:15:53pm

PAYMENT
Michelle Montegut
Transaction ID: 58697815469634204013

Your Purchase

Administrative Assistant Suite

Administrative Assistant Fundamentals
LEARNING STYLE Instructor-Led
START DATE April 15, 2020

Administrative Assistant Applications
LEARNING STYLE Instructor-Led
START DATE May 13, 2020

Effective Business Writing
LEARNING STYLE Instructor-Led
START DATE June 17, 2020

Discount Applied: Administrative Assistant Suite

- $108 USD

TOTAL $295 USD
Thank you. American Grant Writers Association

Dear Laura Camiloglu,
Your order has been received by American Grant Writers Association, Inc.
A copy of your purchase has been included in this message, which will serve as your order receipt.

On the next business day you will receive a written confirmation by e-mail from Member Services.

<table>
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Subtotal $799.00
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Total $799.00

Bill To:
Laura Camiloglu
Galveston Wharves
123 2nd Street
8th Floor
Galveston, Texas 77550
United States
Daytime Phone: (+09) 266-6100
mkaflia@portofgalveston.com

Ship To:
Ellen Byrom
Galveston Wharves
123 2nd Street
8th Floor
Galveston, Texas 77550
United States
Daytime Phone: (409) 766-6100
ebryom@portofgalveston.com

Payment Method

Profesional Standards and Code of Ethics of AGWA
I agree to abide by the Professional Standards and Code of Ethics of American Grant Writers' Association
Cancellation, Refund, and Rescheduling Policies
I agree.
E-mail Information
Yes, the Member or Student's E-mail has been updated.

Thank you,
American Grant Writers Association, Inc.
Renewal Notice

International Association of Chiefs of Police
PO Box 62564
Baltimore, MD 21264-2564 United States
Phone: 703-836-6767 Fax: 703-836-4543
Federal ID: 53-0227813

Kenneth Brown
2725 34th Ave N
Texas City, TX 77590-3852

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Kenneth Brown
Chief of Police
Port of Galveston Police Department
Current Email: kbrown@portofgalveston.com

- Due to the high volume of renewals, we are unable to take renewals over the phone.
- Renew online at www.myiACP.org/ezpaycart
- Please indicate your Member Number/IACP Id and Renewal Number on your check.
- Membership dues includes a subscription to Police Chief magazine, valued at $30.
- Update your account information online at www.myiACP.org.

For questions, call (800) THE-IACP or email membership@thelACP.org.

---

REMITTANCE

If you wish to pay with a credit card, please provide us with your credit card details. We proudly accept the following payment methods:

![Credit Card Logos]

Please make checks payable to:
International Association of Chiefs of Police
PO Box 62564
Baltimore, MD 21264-2564 United States
Kenneth Brown
2725 34th Ave N
Texas City, TX 77590-3852

<table>
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<tr>
<td>Amount Enclosed</td>
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Cristina Galego  
Port of Galveston  
PO Box 328  
Galveston TX 77553  
USA

DATE: 3rd December 2019  
ISSUE: Nov/Dec 2019  
ORDER NO:  
INVOICE NO: 1519

DESCRIPTION

1x Junior Page Advertisement  
FBJNA Issue 9 - Nov/Dec 2019  
$2,500.00

COST  
$2,500.00

VAT  
Zero

AMOUNT DUE  
$2,500.00

Terms: 30 DAYS FROM DATE OF INVOICE

Preferred payment by Electronic Transfer to: Natwest  
Account Number - 140/00/48718165  
NXNFX3SH-USD00  
IBAN - GB59 NWBK 60730148718165  
IBAN BIC - NWBK GB 2L  
Cheques should be made payable to Saunders Associates Ltd

Saunders Associates Ltd, Station House, Aigburth Station, Mersey Road, Liverpool L17 6AG, UK  
Tel: +44 (0) 151 427 6830 - Fax: +44 (0) 151 427 1796 - Email: info@fbjna.com - Web: www.fbjna.com

Registered Number 4159404
The Port of Baltimore also benefits from its proximity to major Midwest farm and construction equipment manufacturers such as John Deere, Caterpillar and CNH Industrial. According to the port’s public relations officer, the port has also gained some new business with Usaki, Rappi and Kion Inc.

Mary Port Administration (MPA) data separates the port’s ro/ro farm and construction machinery from autos. "With that said, our ro/ro is currently up 15% from last year and our autos are currently up 1% from our record year of 2018," Scher emphasizes. "As the number one port in the U.S. for handling ro/ro and autos, nearly every ro/ro carrier in the world comes to the Port of Baltimore. Executives with companies such as Diverse point to this fact as being critical for access to all major markets. But MPA officials do not rest on their laurels. "We are currently making infrastructure investments in our berths. We are recontouring ro/ro berths at our Dundalk Marine Terminal to better handle the ship and cargo needs of today and tomorrow," Scher says.

With 13 berths, 4 container cranes, and direct rail access, the 570-acre Dundalk Marine Terminal is the largest and most versatile general cargo facility at the Port of Baltimore.

The Port also recently signed a 20-year, 550-acre agreement to serve as the East Coast hub for the largest ro/ro carrier in the world, Walenius Wilhelmsen, with service from Dundalk Marine Terminal.

**Port of Charleston**

South Carolina Ports Authority CEO & President Bill Cline told reporters in an October conference call that ro/ro represents "probably 10% to 15%" of its $3.25 billion revenue as reported in 2016. Even then, the Port of Charleston handles an impressive 200,000 vehicles. During the call, CEO Barbara Motea, noted that the port is ready for more.

As part of the authority's overall $1.5 billion capital plan, she said, "We have a targeted, robust investment in Columbus Street Terminal, which was previously a container terminal, to make it a sophisticated roll-on/roll-off and to bring a new technology." Newcome says growth coming from Volvo, which, with BMW, operates its North American headquarters in the state, where the Swedish automaker expects to build 250,000 4x6 midsize sedans annually by 2022.

**Georgia Ports**

High-end car manufacturers also figure into Port of Brunswick's ro/ro boom.

BMW and Mercedes-Benz, with both plants in neighboring Alabama, operate vehicle processing centers at Brunswick's Colonna's Island Terminal, which is dedicated to ro/ro.

The Brunswick port handled 144,000 units in FY2019, figures show. When you add the 36,000 moved via the Ocean Terminal in Savannah, the state claims to be the nation's second busiest hub for the import/export of vehicles, machinery, and other types of ro/ro cargo, the authority reported in late October.

Colonna's Island is "ready to take on substantial business," especially now that a new 60-acre dockside parcel has been completed for vehicle processing, Executive Director Cliff Lynch told American Shipper in October.

**JAXPORT**

In the past five years, JAXPORT's ro/ro volumes have grown nearly 10%. During this time, the port imported about 21 million vehicles, and exported about 11 million, about a 2:1 ratio.

"Japan, Korea and Europe (specifically Germany) are our top import markets," reports Beth Bubin, JAXPORT Director of Cargo Sales. "For U.S. manufactured exports, it's West Africa, the Middle East and the Caribbean. With consumer demand in the Southeast U.S. remaining strong, we aren't seeing any appreciable impact from tariffs at this time."

JAXPORT recently reached an agreement with port processor AMPORTS to add 20.4 acres of property for auto processing and storage space at JAXPORT's Blount Island Marine Terminal. The company now leases more than 100 acres from JAXPORT.

Bubin says.

---

**PORT OF EVERYTHING™**

If you need a port with a convenient location and built-in efficiencies, the Port of Galveston has it all. We can handle almost every kind of ship, cargo and traffic, and offer all the support you need. Call today to learn more about our benefits.

- Just 30 minutes to open sea
- Efficient labor and competitive rates
- No port congestion
- An efficient port of your supply chain
- Terminals near the Interstate Highway System and the Gulf Intracoastal Waterway
- Direct connection to BNSF and Union Pacific
- Foreign Trade Zone No. 36

**Port of Galveston**

409.766.6203

PortofGalveston.com

Port of Galveston

PO Box 328
Galveston, TX 77553

---

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- An efficient port of your supply chain
- Terminals near the Interstate Highway System and the Gulf Intracoastal Waterway
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Bubin says.

---
**The Daily News.**

The Galveston County Daily News
PO Box 528
Galveston, TX 77553
409-683-5200

**INVOICE**

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**Advertiser:**
Galveston Wharves/Port of Galveston

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**Client No.:**
53942

**Salesrep:**
Legals

**Terms of Payment:**
Due Net 20 Days

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**Issue Date:**
03/22/20

**P.O. #:**
723927

**Ad #:**
723927

**Color:**
Black/White

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**Client Id:**
53942

**Invoice No:**
17245

**Date:**
3/29/2020

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INVOICE TOTAL: $810.14
PAYMENT: $0.00
ADJUSTMENT: $0.00

AMOUNT DUE: $810.14

---

GALVESTON WHARVES/PORT OF GALVESTON
123 ROSENBERG AVE
8TH FLOOR
GALVESTON, TX 77550

---

- PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT -
STATE OF TEXAS
COUNTY OF GALVESTON
Donna Rhoades, being duly sworn, says:
That she is Donna Rhoades of THE GALVESTON COUNTY
DAILY NEWS, a daily newspaper of general circulation, printed
and published, a copy of which is attached hereto, was published
in the said newspaper on the following dates:
03/22/20, 03/29/20

That said newspaper was regularly issued and circulated on those
dates.

Signed: ___________________________
Donna Rhoades

Subscribed to and sworn to me this 25th day of March, 2020

______________________________
Melanie Perry
Notary Public, State of Texas, Galveston County, TX

Acct #53942 Ad #723927

Galveston Wharves/Port of Galveston
Accounts Payable
123 Rosenberg Ave
8th Floor
Galveston, TX 77550
## The Daily News

8522 Teichman Road
Galveston, TX 77554

Phone: 409-683-5200  Fax: (409) 744-6268
Email: accounting@galvnews.com

Galveston Wharves/Port of Galveston
123 Rosenberg Ave
8th Floor
Galveston, TX 77550

## ADVERTISING INVOICE AND STATEMENT

REMIT TO:
The Galveston County Daily News
PO Box 628
Galveston, TX 77553

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Adv/Client: Galveston Wharves/Port of Galveston

### PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

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Account Past Due...
We respectfully Request your Immediate Payment

**PLEASE PAY THIS AMOUNT**

3,831.10
REQUEST FOR PROPOSALS
FOR DECONTAMINATION AND DISINFECTING SERVICES

The Board of Trustees of the Galveston Wharves is seeking proposals, on the terms set out in the RFP. Qualified companies to provide cleaning, decontamination, and disinf ecting services in strict accordance with World Health Organization's and Centers for Disease Control and Prevention's most recent best practices recommendations (hereinafter referred to as "Decontamination Services") of buildings and locations located on Port of Galveston property in Galveston, Galveston County, Texas.

Responses should include six (6) submissions (one original and five copies) of all related materials and one (1) electronic copy. Please note that all proposals must be received at the designated location, by the deadline indicated below. Submissions received after the required deadline will be returned and unopened, considered void, and unaccepted.

Information on obtaining bid packages can be found in the Business section under Bids at www.portofgalveston.com. The Port will accept questions about this RFP and about any matter related to the scope of work through 2:00 pm (CST) on Tuesday, May 5th, 2020. Questions must be e-mailed to purchasing@portofgalveston.com. Sealed Submission will be received until 2:00 PM (Central Time) on Friday, May 8, 2020.

Sealed envelopes shall be marked in the lower left hand corner as follows:

"DO NOT OPEN IN MAILROOM
SUBMITTED IN RESPONSE TO REQUEST FOR PROPOSALS (RFP)
FOR THE PORT OF GALVESTON
DECONTAMINATION AND DISINFECTING SERVICES"

Address envelopes as follows:

Board of Trustees of the Galveston Wharves
Purchasing
123 25th Street, 8th Floor
Galveston, Texas 77550

The Board of Trustees of the Galveston Wharves will award this bid to the bidder who provides the requested goods or services at the best value to the Port, which will include but not limit to:

REQUEST FOR PROPOSALS
FOR DECONTAMINATION AND DISINFECTING SERVICES

The Board of Trustees of the Galveston Wharves is seeking proposals, on the terms set out in the RFP. Qualified companies to provide cleaning, decontamination, and disinf ecting services in strict accordance with World Health Organization's and Centers for Disease Control and Prevention's most recent best practices recommendations (hereinafter referred to as "Decontamination Services") of buildings and locations located on Port of Galveston property in Galveston, Galveston County, Texas.

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FOR THE PORT OF GALVESTON
DECONTAMINATION AND DISINFECTING SERVICES"
**Bill To**
Port of Galveston  
P.O. Box 328  
Galveston, TX 77553

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2020</td>
<td>16443</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference</th>
<th>Terms</th>
</tr>
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<tbody>
<tr>
<td>2020 / 2021</td>
<td>Due date of invoice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCCA Platinum Membership Dues for 03/10/2020 - 03/10/2021</td>
<td>$10,000.00/12mo.</td>
</tr>
<tr>
<td><em>Monthly Amortization</em></td>
<td></td>
</tr>
<tr>
<td><strong>Approved For Payment</strong></td>
<td></td>
</tr>
<tr>
<td>Sign: Roger 19/05/2020</td>
<td></td>
</tr>
<tr>
<td>Date: 19/05/2020</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE INCLUDED THE INVOICE NUMBER ON YOUR CHECK OR WIRE TRANSFER TO ENSURE YOUR PAYMENT GETS APPLIED CORRECTLY. ALSO PLEASE INCLUDED ANY AND ALL WIRE TRANSFER FEES ASSOCIATED WITH YOUR PAYMENT.

<table>
<thead>
<tr>
<th>Total</th>
<th>$10,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments/Credits</td>
<td>$3.00</td>
</tr>
<tr>
<td>Balance Due (USD)</td>
<td>$10,000.00</td>
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</tbody>
</table>

There will be a 15% late fee assessed on any open balances after 30 days. There is a two percent conveniences fees for processing all transaction.

"Payment of your yearly membership dues constitutes your company and representatives will adhere to all FCCA guidelines and policies. For a copy of the guidelines and policies please contact the FCCA."
# INVOICE

**Invoice N°:** 2020-002  
**Date:** September 25, 2019

**Customer:** Port of Galveston  
123 25th Street, 8th floor  
Galveston, Texas 77550  
USA

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>
| 1        | Membership Fees - Green Marine Participant  
(remaining months of 2019 and 2020)  
**074 SGA MEMBERSHIP DUES & FEES**  
PAYABLE UPON RECEIPT OF THE INVOICE  
Cheque payable to: Green Marine Management Corporation  
25, du Marché-Champlain, #402  
Québec City (Québec) G1K 4H2  
Canada  
**All bank charges are to be paid by the client** | $8,963 / 15 mo. = $597.53 |

**Subtotal**  
8,963.00

Approved For Payment  
**TOTAL AMOUNT (USD)** $8,963.00

Sign: [Signature]  
Date: 9/25/19

Dept-Admin  
Class - Other/All  
WC - Gen/Fic  
Pipeline-Misc
American Association of Port Authorities

Alliance of the Ports of Canada, the Caribbean, Latin America and the United States

1464
Port of Galveston
123 25th Street, Ste 800
Galveston, TX 77550-1454

DUES RENEWAL

June 03, 2019
Invoice # US 2020-1464
Federal ID # 53-0193338
Dunns # 083654095

Gross Dues for Fiscal Year 2020 (7/1/19 - 6/30/20) $15,553.00

TOTAL AMOUNT PAYABLE UPON RECEIPT IN U.S. DOLLARS $15,553.00 / 12mo = $1,296.08

 Payments to AAPA are not deductible as charitable contributions for federal income tax purposes. However, they may be tax deductible as ordinary and necessary business expenses.

PLEASE RETURN BOTTOM PORTION OF INVOICE WITH REMITTANCE

UNITED STATES PORT MEMBERSHIP DUES $15,553.00
1464
Port of Galveston
123 25th Street, Ste 800
Galveston, TX 77550-1454

American Association of Port Authorities - 1010 Duke Street, Alexandria, VA 22314 - Phone: (703) 684-5700 - Fax: (703) 684-5321