

BIG WALNUT

LOCAL SCHOOL DISTRICT

Date: 7/16/2019

PO #: 3200437

The order with the vendor listed below was placed before a requisition was entered and before the order was approved. This is called a "Then & Now". Please provide an explanation in the space provided as to why the order was placed before the purchase order was approved.

Vendor: Riddell All American

Purchase Order Date: 07-01-2019


Invoice Date: 12-06-2018

Please return this completed form to me in the Treasurer's Office. This form will be attached to the purchase order in the event it requires Board approval or is part of an audit review.

Thank you.

Chazity Wrinkle
Accounts Payable Coordinator

At the end of each fall season Riddell comes in and reviews our current helmets to see what reconditioning needs to be completed for the next year. This invoice is for the work needed to get our football equipment up to needed safety. The work is done after the evaluation but before the next school year's football season. Because the work is related to the next school year, Riddell has always agreed to invoice us in the next school year. Usually, this is an invoice dated in July of the next year for us to issue payment. For this invoice, it appears they used more of the evaluation date instead of a date in July as has previously been done.


Originator's Signature


Administrator's Signature