



DISTRICT ADMINISTRATIVE OFFICE

110 Tippet Court
Sunbury, Ohio 43074
740.965.3010
www.bwls.net

Then and Now

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. 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 requested for by the State Auditor as part of an audit review.

Thank you,
Chazity Wrinkle
Accounts Payable Coordinator

Date: 2022.07.05

PO #: LK185408 (REQ #)

PO Date: _____

Vendor: Sunbelt Rentals

Invoice Date: 4/11/2022

Invoice Amount: \$3,661.15

Invoice Number: Sunbelt Rentals

Explanation: This rental provided temporary floor scrubbers as part of the opening of
the new HS in Dec 2021 - Jan 2022. The urgency to obtain these
scrubbers to ensure a cleaned school was the direct result of supply
chain delays associated with the delivery of new scrubbers purchased by
the under separate PO specifically for this new school/purpose.

Originator's Signature

Administrator's Signature