



**DISTRICT ADMINISTRATIVE OFFICE**

110 Tippett 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: Sept 20, 2022

PO #: 3222001 (to be paid on 3231141)

PO Date: 04/05/2022

Vendor: Tri-Star Transportation

Invoice Date: 8-31-2022

Invoice Amount: \$ 3,343.95

Invoice Number: 2022.06- B16

Explanation: \_\_\_\_\_

Services were in June 2022. We were not invoiced  
until August 2022 and did not have an open  
purchase order

Midi Koon  
Originator's Signature

[Signature]  
Administrator's Signature