



## 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: 11/17/2022

PO #: 3231174

PO Date: 08/24/2022

Vendor: Ohlo Guidestone

Invoice Date: 11/30/2021

Invoice Amount: 13953.60

Invoice Number: 132103

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

Previous PO 3220981 ran out of funds. Vendor got invoice to us late. Vendor indicated  
in email attached that they were having billing issues.

Heidi Koon  
Originator's Signature

[Signature]  
Administrator's Signature

PO # 3231174 (+EN)



**OhioGuidestone**  
434 EASTLAND ROAD  
BEREA, OH 44017-2058  
Tel: (800)639-4974 - Fax: (440)201-6553

## Invoice

<b>Bill To</b>
Big Walnut Local Schools School Districts Email: AccountsPayable@bwls.net 105 Baughman Street, Suite A Sunbury, OH 43074

Invoice # <u>132103</u>
Invoice Date: 12/31/2021
Terms: DUE UPON RECEIPT

Claim#	Client	From-To	Date of Birth	Date Services Started	Procedure	Rate	Units	Amount
132103-CL-00001	--Not Entered-	12/01/2021-12/01/2021	01/01/00		CONSULT - Consultation	\$102.00	7.48	\$762.96
132103-CL-00002	--Not Entered-	12/02/2021-12/02/2021	01/01/00		CONSULT - Consultation	\$102.00	14.03	\$1,431.06
132103-CL-00003	--Not Entered-	12/06/2021-12/06/2021	01/01/00		CONSULT - Consultation	\$102.00	9.82	\$1,001.64
132103-CL-00004	--Not Entered-	12/07/2021-12/07/2021	01/01/00		CONSULT - Consultation	\$102.00	18.88	\$1,925.76
132103-CL-00005	--Not Entered-	12/08/2021-12/08/2021	01/01/00		CONSULT - Consultation	\$102.00	6.48	\$660.96
132103-CL-00006	--Not Entered-	12/09/2021-12/09/2021	01/01/00		CONSULT - Consultation	\$102.00	12.08	\$1,232.16
132103-CL-00007	--Not Entered-	12/13/2021-12/13/2021	01/01/00		CONSULT - Consultation	\$102.00	5.93	\$604.86
132103-CL-00008	--Not Entered-	12/14/2021-12/14/2021	01/01/00		CONSULT - Consultation	\$102.00	18.02	\$1,838.04
132103-CL-00009	--Not Entered-	12/15/2021-12/15/2021	01/01/00		CONSULT - Consultation	\$102.00	8.78	\$895.56
132103-CL-00010	--Not Entered-	12/16/2021-12/16/2021	01/01/00		CONSULT - Consultation	\$102.00	15.65	\$1,596.30
132103-CL-00011	--Not Entered-	12/17/2021-12/17/2021	01/01/00		CONSULT - Consultation	\$102.00	1.62	\$165.24
132103-CL-00012	--Not Entered-	12/20/2021-12/20/2021	01/01/00		CONSULT - Consultation	\$102.00	10.13	\$1,033.26
132103-CL-00013	--Not Entered-	12/21/2021-12/21/2021	01/01/00		CONSULT - Consultation	\$102.00	6.15	\$627.30
132103-CL-00014	--Not Entered-	12/29/2021-12/29/2021	01/01/00		CONSULT - Consultation	\$102.00	1.75	\$178.50
						<b>Total Amount Due:</b>		
						<b>\$13,953.60</b>		

Please make your check payable to **OHIOGUIDESTONE** and send to Administrative address listed above.  
THANK YOU FOR YOUR PROMPT PAYMENT.



Chazity Wrinkle <chazitywrinkle@bwls.net>

## Invoices

1 message

Mack, Michelle <michelle.mack@ohioguidestone.org>  
To: "Wrinkle, Chazity" <chazitywrinkle@bwls.net>  
Cc: "Harrington, Jodie" <jodie.harrington@ohioguidestone.org>

Tue, Dec 7, 2021 at 8:06 PM

Hi Chazity,

I apologize for the length in delay in submitting these to you. However, I was experiencing system reporting issues that were significantly impacting our billing. The issues are now resolved. Please let me know if you have any questions.

Thank you!

Michelle Mack (she/her/hers)  
Billing and Collections Manager  
OhioGuidestone  
434 Eastland Road  
Berea, Ohio 44017  
Phone: 440-260-6835  
Mobile:  
Fax:  
Email: michelle.mack@ohioguidestone.org  
<https://OhioGuidestone.org>



OhioGuidestone  
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4 attachments

2021 08 Big Walnut.pdf  
98K



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Thank you,  
Chazity Wrinkle  
Accounts Payable Coordinator

Date: 11/17/2022

PO #: 3222144

PO Date: 05/01/2022

Vendor: Ohio Guidestone

Invoice Date: 11/30/2021

Invoice Amount: 10,0000

Invoice Number: 131082

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

Previous PO 3220981 ran out of funds. Vendor got invoice to us late. Vendor indicated  
in email attached that they were having billing issues.

Alida Koon  
Originator's Signature

[Signature]  
Administrator's Signature



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Thank you,  
Chazity Wrinkle  
Accounts Payable Coordinator

Date: 11/17/2022

PO #: 3231174

PO Date: 08/24/2022

Vendor: Ohio Guidestone

Invoice Date: 11/30/2021

Invoice Amount: 1616.42

Invoice Number: 131082

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

Previous PO 3220981 ran out of funds. Vendor got invoice to us late. Vendor indicated in email attached that they were having billing issues.

Heidi Koon  
Originator's Signature

[Signature]  
Administrator's Signature



OhioGuidestone

434 Eastland Road  
Berea, Ohio 44017

**Big Walnut Local Schools**

Email: [AccountsPayable@bwls.net](mailto:AccountsPayable@bwls.net)

105 Baughman Street

Suite A

Sunbury, Ohio 43074

Inv. Date:

11/30/2021

Srv Mo/Yr

11/1/2021

Invoice:

131082

Contact:

Michelle Mack

Phone:

440-260-6835

Date of Service	School	Service	Rate/Hour	Duration	Amount
11/1/2021	Big Walnut Elementary	Consultation	102.00	2.00 \$	204.00
11/2/2021	Big Walnut Elementary	Consultation	102.00	0.50 \$	51.00
11/8/2021	Big Walnut Elementary	Consultation	102.00	1.00 \$	102.00
11/9/2021	Big Walnut Elementary	Consultation	102.00	1.17 \$	119.34
11/15/2021	Big Walnut Elementary	Consultation	102.00	1.17 \$	119.34
11/16/2021	Big Walnut Elementary	Consultation	102.00	1.00 \$	102.00
11/22/2021	Big Walnut Elementary	Consultation	102.00	1.55 \$	158.10
11/30/2021	Big Walnut Elementary	Consultation	102.00	2.00 \$	204.00
Total hours and amount for Big Walnut Elementary					10.39 \$ 1,059.78
	Harrison Street Elementary	Consultation	102.00		\$ -
Total hours and amount for Harrison Street Elementary					0.00 \$ -
11/1/2021	Hylen Souders Elementary	Consultation	102.00	1.25 \$	127.50
11/2/2021	Hylen Souders Elementary	Consultation	102.00	2.00 \$	204.00
11/8/2021	Hylen Souders Elementary	Consultation	102.00	1.33 \$	135.66
11/9/2021	Hylen Souders Elementary	Consultation	102.00	3.12 \$	318.24
11/15/2021	Hylen Souders Elementary	Consultation	102.00	2.17 \$	221.34
11/22/2021	Hylen Souders Elementary	Consultation	102.00	1.00 \$	102.00
11/23/2021	Hylen Souders Elementary	Consultation	102.00	1.92 \$	195.84
11/30/2021	Hylen Souders Elementary	Consultation	102.00	2.50 \$	255.00
Total hours and amount for Hylen Souders Elementary					15.29 \$ 1,559.58

3220981 4548.50  
3222144 10,000.00 (+&n)

323174  
(+&n) 1016.4

11/2/2021	General Rosecrans Elementary	Consultation	102.00	2.02	\$	206.04
11/3/2021	General Rosecrans Elementary	Consultation	102.00	0.83	\$	84.66
11/4/2021	General Rosecrans Elementary	Consultation	102.00	3.80	\$	387.60
11/8/2021	General Rosecrans Elementary	Consultation	102.00	2.05	\$	209.10
11/11/2021	General Rosecrans Elementary	Consultation	102.00	4.20	\$	428.40
11/16/2021	General Rosecrans Elementary	Consultation	102.00	2.00	\$	204.00
11/18/2021	General Rosecrans Elementary	Consultation	102.00	3.95	\$	402.90
11/22/2021	General Rosecrans Elementary	Consultation	102.00	4.55	\$	464.10
11/30/2021	General Rosecrans Elementary	Consultation	102.00	1.87	\$	190.74
		Total hours and amount for General Rosecrans Elementary				
11/2/2021	Prairie Run Elementary	Consultation	102.00	25.27	\$	2,577.54
11/3/2021	Prairie Run Elementary	Consultation	102.00	2.05	\$	209.10
11/4/2021	Prairie Run Elementary	Consultation	102.00	4.98	\$	507.96
11/8/2021	Prairie Run Elementary	Consultation	102.00	0.17	\$	17.34
11/10/2021	Prairie Run Elementary	Consultation	102.00	1.43	\$	145.86
11/11/2021	Prairie Run Elementary	Consultation	102.00	4.17	\$	425.34
11/12/2021	Prairie Run Elementary	Consultation	102.00	0.50	\$	51.00
11/16/2021	Prairie Run Elementary	Consultation	102.00	1.37	\$	139.74
11/17/2021	Prairie Run Elementary	Consultation	102.00	1.27	\$	129.54
11/18/2021	Prairie Run Elementary	Consultation	102.00	4.05	\$	413.10
11/23/2021	Prairie Run Elementary	Consultation	102.00	1.00	\$	102.00
11/30/2021	Prairie Run Elementary	Consultation	102.00	4.18	\$	426.36
				2.17	\$	221.34
		Total hours and amount for Prairie Run Elementary				
				27.34	\$	2,788.68
11/2/2021	Big Walnut Middle School	Consultation	102.00	2.25	\$	229.50
11/4/2021	Big Walnut Middle School	Consultation	102.00	3.00	\$	306.00
11/9/2021	Big Walnut Middle School	Consultation	102.00	3.75	\$	382.50
11/11/2021	Big Walnut Middle School	Consultation	102.00	3.75	\$	382.50
11/16/2021	Big Walnut Middle School	Consultation	102.00	1.42	\$	144.84
11/18/2021	Big Walnut Middle School	Consultation	102.00	4.50	\$	459.00
11/23/2021	Big Walnut Middle School	Consultation	102.00	3.17	\$	323.34
11/30/2021	Big Walnut Middle School	Consultation	102.00	4.08	\$	416.16
		Total hours and amount for Big Walnut Middle School				
				25.92	\$	2,643.84

11/13/2021	Big Walnut Intermediate	Consultation	102.00	3.25	\$	331.50
11/14/2021	Big Walnut Intermediate	Consultation	102.00	0.50	\$	51.00
11/10/2021	Big Walnut Intermediate	Consultation	102.00	4.25	\$	433.50
11/17/2021	Big Walnut Intermediate	Consultation	102.00	4.08	\$	416.16
11/22/2021	Big Walnut Intermediate	Consultation	102.00	2.83	\$	288.32
Total hours and amount for Big Walnut Intermediate				14.91	\$	1,520.48
11/11/2021	Big Walnut High School	Consultation	102.00	0.28	\$	28.56
11/12/2021	Big Walnut High School	Consultation	102.00	8.00	\$	816.00
11/14/2021	Big Walnut High School	Consultation	102.00	6.75	\$	688.50
11/18/2021	Big Walnut High School	Consultation	102.00	0.50	\$	51.00
11/19/2021	Big Walnut High School	Consultation	102.00	7.50	\$	765.00
11/11/2021	Big Walnut High School	Consultation	102.00	7.00	\$	714.00
11/17/2021	Big Walnut High School	Consultation	102.00	0.28	\$	28.56
11/18/2021	Big Walnut High School	Consultation	102.00	6.50	\$	663.00
11/19/2021	Big Walnut High School	Consultation	102.00	4.80	\$	489.60
11/22/2021	Big Walnut High School	Consultation	102.00	0.50	\$	51.00
11/23/2021	Big Walnut High School	Consultation	102.00	6.25	\$	637.50
11/29/2021	Big Walnut High School	Consultation	102.00	0.15	\$	15.30
11/30/2021	Big Walnut High School	Consultation	102.00	8.50	\$	867.00
Total hours and amount for Big Walnut High School				57.01	\$	5,815.02
TOTAL					\$	17,964.92

I attest that this invoice is true, correct and accurate to the best of my knowledge.

Submitted by: Michelle Mack

Signature: \_\_\_\_\_ Michelle Mack

Title: Billing Specialist

Date: \_\_\_\_\_ 12/7/2021





Chazity Wrinkle <chazitywrinkle@bwis.net>

## Invoices

1 message

Mack, Michelle <michelle.mack@ohioguidestone.org>  
To: "Wrinkle, Chazity" <chazitywrinkle@bwis.net>  
Cc: "Harrington, Jodie" <jodie.harrington@ohioguidestone.org>

Tue, Dec 7, 2021 at 8:06 PM

Hi Chazity,

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Michelle Mack (she/her/hers)  
Billing and Collections Manager  
OhioGuidestone  
434 Eastland Road  
Berea, Ohio 44017  
Phone: 440-260-6835  
Mobile:  
Fax:  
Email: michelle.mack@ohioguidestone.org  
<https://OhioGuidestone.org>



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