



## 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: 10/24/2023

PO #: 3232411

PO Date: 5/25/23

Vendor: I AM BOUNDLESS

Invoice Date: 3/27/23

Invoice Amount: 3336.00

Invoice Number: 599446

Explanation: Vendor's accounting system did not bill for March invoice and mistake wasn't discovered until much later. Going forward a statement will be requested in May each year to reconcile purchase orders prior to close of fiscal year

*Heidi Koon*  
Originator's Signature

*Ron Linnell*  
Administrator's Signature