



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,
Andrea Hanners
Accounts Payable Coordinator

Date: 6/28/24

PO #: _____

PO Date: _____

Vendor: Murphy Vocational Services

Invoice Date: 06/19/2024

Invoice Amount: \$8,050.00

Invoice Number: _____

Explanation: _____

This is for the BWC Transitional Work Plan that was approved in March 2022 which

will be reimbursed from the Transitional Work Grant. A purchase order should have

been entered prior to any work being performed.

Megan Jan-Kuhle
Originator's Signature

J. Scott Coz
Administrator's Signature



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Please be advised that the invoice attached is a then and now and exceeds the threshold and requires further approvals. Per Ohio Revised Code 5705.41 and Big Walnut Board of Education policy 6320, this invoice requires board approval and a then and now certificate to be completed prior to payment. Please complete the enclosed form detailing the reason for a then and now certificate and return it to the Treasurer's Office. Once the certificate is returned to the Treasurer's office, this invoice and then and now certificate will be placed on the agenda to be presented at the following board meeting. Please be aware, should this become a continual occurrence, you may be asked to attend the board meeting to explain the matter.

Sincerely,

Big Walnut Treasurer's Office