

City of Willoughby Hills

Interoffice Memo

Date: February 5, 2013

To: Members of City Council

From: Frank J. Brichacek, Director of Finance 

Subject: Then and Now Purchase Order Certification

The purpose of this memo is to request that City Council authorize a "Then and Now" certification of **Purchase Order No. RG037541 - \$3,000.00 – Vasu Communications Inc.** Vasu performed the radio maintenance service described in the purchase requisition prior the Service Department obtaining an approved purchase order for the work. State law does not permit the City to issue a purchase order for goods or services with a value of \$3,000 or greater after the goods have been received or the services performed by the vendor. In order to pay the vendor, City Council must approve a "Then and Now" certification in order for a purchase order to be issued and the vendor paid.

C: Nate Catania, Road Supervisor

Attachments (1)

PURCHASE ORDER



CITY OF WILLOUGHBY HILLS

35405 CHARDON ROAD
 WILLOUGHBY HILLS, OHIO 44094
 PH (440) 946-1234 FAX (440) 975-3535

RESOLUTION NO. 2013-1
 Exhibit "B"
 RG037501 of 1

P.O. NUMBER

REQ. NO.

019307

P.O. DATE

02/04/13

SHIP VIA

TERMS

NET ZERO

DELIVER TO:

WILLOUGHBY HILLS SERVICE DEPT
 ATTN: NATE CATANIA
 35405 CHARDON ROAD
 WILLOUGHBY HILLS, OH 44094

ENDOR #:

TO:

VASU COMMUNICATIONS INC
 2432 RIDGELAND DR
 PO BOX 236
 AVON, OH 44011

ACCOUNT NUMBER	AMOUNT
250.350.56700	\$3,000.00

TAX ID NO. 34-6003085
 THE ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL BILLS AND PACKAGES.
 Material on this order is exempted from the Ohio Sales Tax and Federal Excise Taxes

QUANTITY	UNIT	DESCRIPTION	PRICE / UNIT	AMOUNT
1	EA	THEN AND NOW RADIO'S INSTALLED AND 1 CHECKED FOR TRUCKS 2 AND 12	3000.00	\$3,000.00
TOTAL:				\$3,000.00

it is hereby certified that the amount required to meet the obligation of this contract or order and at the date of the execution of this certification, the amount listed on this document was appropriated for such contract or order and is in the treasury or in the process of collection to the credit of the fund or funds listed on this document free from any previous encumbrances.

Director of Finance _____ Date _____
 DIRECTOR OF FINANCE

AUTHORIZED SIGNATURE _____