

City of Willoughby Hills

Interoffice Memo

Date: January 17, 2013
To: Members of City Council
From: Frank J. Brichacek, Director of Finance *FJB*
Subject: Then and Now Purchase Order Certification

The purpose of this memo is to request that City Council authorize "Then and Now" certifications of the Purchase Orders listed below. In both cases, the ordering and the purchase of the goods and services preceded the issuance of a purchase order and the cost of the items and services purchased are \$3,000 or higher. As both of these purchases have been made and the goods and services are critical to the day-to-day operation of the City, I am requesting that City Council approve "Then and Now" certifications so that we may proceed with issuing the Purchase Orders and paying this vendor. If you have any questions, please do not hesitate to contact me.

Purchase Order Nos. BL110659 - \$9,930.17 and BL110660 - \$2,990.25 – Melzer's Fuel Service

On January 2, 2013, the Service Department accepted two deliveries of diesel fuel totaling 1,752.50 gallons from Melzer's Fuel Service with a total cost of \$5,486.53. Unfortunately, at the time the fuel was delivered there was not yet a purchase order issued authorizing the purchase. On January 3rd, two blanket purchase orders were issued for first quarter 2013 diesel purchases. Because the purchase is in excess of \$3,000.00, Council must approve "Then and Now" certifications in order for the vendor to be paid.

C: Nate Catania, Road Supervisor

Attachments (4)