

SPONSOR: Evans / C. Brown

RESOLUTION NO. 07-08

A RESOLUTION AUTHORIZING A THEN AND NOW CERTIFICATE, AND DECLARING AN EMERGENCY.

WHEREAS, pursuant to Ohio Revised Code Section 5705.41(D), the issuance of a then and now certificate is permitted; and

WHEREAS, the Jackson City Council now desires to approve the then and now certificate.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF JACKSON, STATE OF OHIO, as follows:

Section 1. The Jackson City Council hereby authorizes and approves the Then and Now Certificate, in accordance with the material attached hereto as Exhibit "A", and made a part hereof.

Section 2. This Resolution is hereby declared to be an emergency Resolution necessary for the immediate preservation of the public peace, health, or safety of the City of Jackson, and for the further reason that the Jackson City Council must act promptly in approving the Then and Now Certificate. Therefore, this Resolution shall go into effect upon passage and approval by the Mayor, as provided in Ohio Revised Code Section 731.30.

Section 3. In the event this Resolution receives a majority vote for passage but fails to receive the required number of votes to pass as an emergency, then this Resolution shall be deemed to have passed but with no emergency clause, and shall take effect at the earliest time permitted by law.

Section 4. This Council finds and determines that all formal actions of this Council concerning and relating to the passage of this resolution were taken in an open meeting of this Council and that all deliberations of this Council that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

Date: 3-25-08

Ronald W. Sealman
PRESIDENT OF COUNCIL

Qua Brian
CLERK OF COUNCIL

Approved:

Date: 3-26-08

Randy R. Hereth
MAYOR

MEMO

Date: 3/11/2008
To: Jack Detty, Law Director
From: Wendy Sexton, Deputy Auditor
RE: Resolution Approving a Then and Now Certificate

Please prepare a Resolution for the next City Council meeting that approves a Then and Now Certificate for payment to Brian Wilt to reimburse him for safety boots. Brian works at the water plant and wasn't aware of the purchasing process and purchased the boots without a purchase order in place first to reimburse him.

See attached copies of paperwork.

This should be passed as an emergency if you determine that it falls within the guidelines as being an emergency so that the invoice can be paid.

THEN AND NOW CERTIFICATE

It is hereby certified that, pursuant to Ohio Revised Code Section 5705.41(D), that at the time of the making of such contract or order and at the time of the execution of this certificate, a sufficient sum was appropriated for the purpose of such contract and in the Treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance.

The taxing authority has thirty (30) days from the receipt of this certificate to approve for payment by resolution; otherwise this certificate becomes null and void and there is no legal liability on the part of the City or the taxing authority.

Date of Certificate: March 11, 2008

Warrant #: _____

Line Item #: 701-7510-53013

PO #: 74536

Invoice #: See attached

Invoice Date: 2/9/08

Amount: \$99.00

Vendor Name: Brian Wilt

Resolution #: _____

Date & Page in
City Council
Minutes: _____

"Employee was not aware of purchase procedure therefore this is a Then & Now"
--- Ron Aldrich

City Auditor

Date Certified

CITY OF JACKSON
 Memorial Building
 JACKSON, OHIO 45640
 286-2201

RECEIVING
 FORM
 73324

| | | | | |
|-----------------------------|-----------------------------------|---------------------------|---|--------------|
| | | DATE 3-4-08 | PURCHASE ORDER NO. OR RETURNED GOODS 74536 | |
| RECEIVED FROM Brian Wilt | | ADDRESS | | PREPAID |
| VIA | | FREIGHT BILL NO. | | |
| QUANTITY | ITEM NUMBER | DESCRIPTION | | |
| 1 | PIC | Safety Boots \$99.00 | | |
| 2 | | Invoice Attached. | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | Employer was not aware of | | |
| 6 | purchase procedure therefore this | | | |
| 7 | is a then a now. | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| REMARKS: CONDITIONS, ETC. | | | | |
| NO. PACKAGES | WEIGHT | RECEIVED BY PP | CHECKED BY RA | DELIVERED BY |

BE SURE TO
 MAKE THIS RECORD
 ACCURATE AND COMPLETE

DISTRIBUTION

PT. 1-WHITE - VENDOR
PT. 2-YELLOW - FILE

PT. 3-PINK - AUDITOR

Invoice To

CITY OF JACKSON

145 BROADWAY STREET
JACKSON, OHIO 45640-1656

PURCHASE ORDER

NO 000074536
(APPENDIX 8.6)

DELIVER AND
SHIP TO
THIS DEPT.
AND DIVISION

WATER MAINTENANCE
RON ALDRICH
CITY OF JACKSON
608 RESERVOIR RD
JACKSON, OH 45640

W00469

BRIAN WILT

NAME
AND ADDRESS
OF VENDOR

C/O WATER DEPT
JACKSON OH 45640

PURCHASE ORDER DATE: 03/03/08 CONTRACT NO.

GUARANTEED DELIVERY DATE

EXCISE OR SALES TAX DO NOT APPLY TO CITY

TERMS:

CASH DISCOUNTS WILL BE FIGURED FROM DATE
ACCOUNTING OFFICE RECEIVES VENDOR'S INVOICE

By shipping the goods below or by acknowledging receipt of this order or by performing the work below you agree to the terms and conditions of sale which appear on the face. Any different or additional terms in your acceptance of this offer are hereby objected to.

| LINE NO. | DESCRIPTION | ACCOUNT CODE | QUANTITY | UNIT PRICE | AMOUNT |
|-----------------------------------|--------------------------|----------------|----------|------------|-----------|
| 001 | REPLACEMENT SAFETY BOOTS | 701-7510-53013 | | | .00 99.00 |
| <i>Pay / close</i> | | | | | |
| TOTAL AMOUNT NOT TO EXCEED | | | | | 99.00 |

INSTRUCTIONS TO VENDORS

- THIS ORDER IS NOT VALID UNLESS SIGNED BY THE CITY AUDITOR FOR AVAILABILITY OF FUNDS.
- MAIL INVOICES IN DUPLICATE TO THE ACCOUNTS PAYABLE OFFICE.
- NO CHANGE MAY BE MADE IN THIS ORDER WITHOUT WRITTEN CONSENT OF THE FINANCE DIRECTOR.

AUDITOR'S CERTIFICATE

It is hereby certified that the amount's specified above required to meet he contact, agreement, obligation, payment of expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the City Treasury or in process of collection to the credit of the appropriate fund free from any obligation or certification now outstanding.

3/3/08
DATED

James L. Haly AUDITOR
This order not valid unless City Auditor's Certificate is signed.

IMPORTANT
PLEASE
NOTE



THE PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, PACKING SLIPS, SHIPPING PAPERS AND ON ALL CORRESPONDENCE.

P.O. Number: 74536

REQUISITION FORM

City of Jackson, Ohio

Date: Feb 27, 2008

Vendor # W00469

Department: Water Treatment Plant
Account #: 701-7510-53013
Vendor: Brian Wilt
Address:
(If New):

| Quantity | Description | Unit Price | Total Cost |
|----------|--------------------------|------------|------------|
| 1 | Replacement Safety Boots | \$ 99.00 | \$ 99.00 |
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Requested By: Ron Aldrich
Date: Feb 27, 2008

Approved By Service / Safety Director: *[Signature]*
Date: 2-28-08

Sub-Total \$ 99.00
Shipping
Total \$ 99.00

