LOUISVILLE CITY SCHOOL DISTRICT

THEN AND NOW CERTIFICATE

PO#: _____ **Vendor:** _____

PO Date: _____ **Invoice Date:** _____

This purchase was made prior to the purchase order being written and approved. It is hereby certified that the amount required to meet the contract, agreement, obligation, payment, or expenditure, for the attached purchase order, was available to be lawfully appropriated or authorized or directed for such purpose and is the treasury or in process of collection to the credit of the appropriate fund, free from any obligation or certificate now outstanding.

_____ _____

Treasurer's Signature **Date**

****

Name of Requistioner: _____

Please provide an explanation for the reason this purchase was made prior to a purchase order being processed:

_____

_____

_____

_____

***NOTE:** Then and Now Certificates are to be used only in cases of emergency. Any commitment of District funds made prior to the issuance of an approved purchase order may result in personal liability for the purchase. The explanation you provide above will assist in making a determination as to whether this purchase order will be approved/processed or not.

_____ _____

Requisitioner's Signature **Date**

COMPLETE THE BOTTOM PORTION OF THIS FORM, SIGN AND RETURN TO THE TREASURER'S OFFICE