

THEN AND NOW CERTIFICATE

The reasons why a purchase order was not available at the time of this contract or order is as follows:

It is hereby requested that a Then & Now Certificate be issued for this expenditure to **vendor:**

(vendor # - name, invoice # - amount and GL account to be paid from)

Date:

 Department's Official signature

It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certificate, the amounts, as noted, and required to pay this contract or order has been appropriated for the purpose of this contract or order and is in the Treasury or in the process of collection to the credit of the accounts noted fund free from any previous encumbrances.

(Funds must be available before the completion of this Then & Now)

Date _____

 Commissioner's Signature

 Commissioner's Signature

 Commissioner's Signature