MEGAN N. KILGORE
City Auditor
DARLENE WILDES, CPA
Deputy City Auditor

THE CITY OF
COLUMBUS
OFFICE OF MEGAN N. KILGORE,
CITY AUDITOR

Then and Now Certificate

It is hereby certified, 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.

For amounts greater than $3,000.00, the taxing authority has thirty (30) days from the receipt of this certificate to approve such contract for payment by ordinance; 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: 9/24/2025

Ledger Account: 30-3004-02-62010-1000-100010-CW001-300401-FD09

Purchase Order Number: TBD ACPO012445

Invoice Number: 732260

Date Goods/Services Received: November 2024

Amount: $6,380.33

001774
Vendor Number and Name: 00174 The Artcraft Group Inc dba Foremost Promotions

Ordinance Number: 2607-2025 [Required for amounts over $3,000]

REASON: FUNDS WERE NOT ENCUMBERED PRIOR TO OBLIGATION

Kate McSweeney Pishotti
Director or Director Designee Name

Kati Pishotti 9/25/25
Director or Director Designee Signature Date

Megan N. Kilgore by Michelle Hostetler Digitally signed by Megan N. Kilgore by Michelle Hostetler Date: 2025.09.29 12:13:11 -04'00'
City Auditor Date

INVOICE

FOREMOST PROMOTIONS

Foremost Promotions
1270 Glen Avenue - Moorestown, NJ 08057
Phone: 800-431-3473 Fax: 800-528-4366

Invoice No : 732260
Terms : Net 30
Invoice Date : 11/25/2024

BILL TO	SHIP TO
Columbus Division of Fire Joshua Gilman 4252 Groves Road Columbus, OH 43232 USA	Columbus Division of Fire Joshua Gilman 4252 Groves Road Columbus, OH 43232

Bottles, Cinchpacks, Stress Reliever, Pens

Sales Person	Lauren Giovine	Order # :	2041487
Account No : 207813	Ordered By : Columbus Division of Fire	Ship Via :	UPS Ground
Contact: AccountsReceivable@PromotionsNow.com		Customer PO #	

Line #		Quantity	Unit Price	Total
1	**Item Number:** GY2010 **Description:** Transparent Grip Poly-Pure Sport Bottle, 27oz. - Push Pull Lid (:	400	2.14	856.00
2	**Item Number:** HT1060 **Description:** Everyday Polyester Cinchpack (2024)	800	2.09	1,672.00
3	**Item Number:** AF1690 **Description:** Firetruck Stress Reliever (2024)	800	3.44	2,752.00
4	**Item Number:** HB3009 **Description:** Javalina® Metallic Comfort Ballpoint Click Pen & Stylus (2024)	500	0.76	380.00
5	**Item Number:** SC **Description:** Set Up Charge	1	0.00	0.00

Total Before Discount	$5,660.00
Discount	0.00
Subtotal	$5,660.00
Shipping	720.33
Tax	0.00
Total Invoice	**$6,380.33**
Amount Paid	0.00
Balance Due	**$6,380.33**

Account # : 207813 Invoice # : 732260

Remit to: Foremost Promotions
Attn: Accounts Receivable
1270 Glen Avenue
Moorestown, NJ 08057

RT-154e

DIVISION OF FIRE

OFFICIAL INTRA-DIVISIONAL COMMUNICATION

DATE: 4/4/25

TO: Chief Jeffrey M. Happ **SUBJECT:** Invoice # 732260

Dear Sir,

On July 8, 2024 I had email conversations with Foremost Promotions about designing our future recruitment items. We discussed the spelling, layout, imprint size, and color. I asked Lt. Gilman and my team about the different design options and we all decided to move forward with Option number 2's design. My very next message from Foremost Promotions was asking how we would be paying, with credit card or PO. My response was, "I'll forward this up our chain of command for payment info" and I cc'd Lt. Gilman. I ended all conversations with Foremost Promotions once I sent it to my Lieutenant.

Foremost Promotions then sent a message on July 23, 2024 following up with a friendly reminder to myself and Lt. Gilman that they will need payment before they can get the order into production. I never responded.

The next message came on October 30, 2024 following up on the order and asking should Foremost Promotions hold or cancel the order. I never responded.

On October 31, 2024 I received this message from Miriam Strausbaugh:

FYI. I called and talked to Samantha Long and explained to her how the city does NOT pay up front anymore, everything has to wait for a P.O. number. I also reminded her that our office just purchased items for Fire Prevention Week open house from them and they agreed to wait for a P.O number instead since we have ordered previously from them. I explained to them that your office also has ordered from them in the past and the money comes from the same fiscal office as mine did. She said she is going to talk to her Fiscal and said it should be ok since they let us do it. I asked her to send an email if it is approved and when the order starts processing. If you have other questions or issues I can call on your behalf if you want me to."

I responded to her with:

"Miriam, Thank you for your help bringing clarity to Samantha at Foremost Promotions. We appreciate you! Feel free to follow up with Lt. Gilman about the future orders."

I followed my chain of command. When asked for payment, I forwarded the email to Lt. Gilman. I did not continue conversation with Foremost Promotions or place this order.

Respectfully,
Firefighter Aja T. Farris F054