

**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: 4/3/25

Ledger Account: 2001-03-63050-1000-100018-CW001

Purchase Order Number: BRPO003246

Invoice Number: Final Invoice 3182-1

Date Goods/Services Received: 7/17/24

Amount: 5,105.00

Vendor Number and Name: Cols Museum of Art #00607

Ordinance Number: 0934-2025 [Required for amounts over \$3,000]

**REASON: FUNDS WERE NOT ENCUMBERED PRIOR TO OBLIGATION**

## Andrea Blevins, City Clerk

Director or Director Designee Name



4/3/25

Director or Director Designee Signature

Date

City Auditor

Date



# City Hall Naturalization Ceremony

Wednesday, July 17, 2024

10:00 AM - 2:00 PM

EVENT INVOICE – FINAL INVOICE 3182-1

**REMIT PAYMENT TO:**  
Columbus Museum of Art  
480 E Broad St  
Columbus, OH 43215

**Event Specialist: Cne' Mitchell**  
cne.mitchell@cmaohio.org  
P: (614) 629-0361

Primary Contact	Email Address	Telephone
Amaris S. Lemus The City of Columbus City Council	aslemus@columbus.gov	H: (614) 645-4605
Additional Contacts	Email Address	Telephone
Jessica Caceres	JICaceres@columbus.gov	

City Hall Naturalization Ceremony				
Date	Time	Location	Function	#
Wed, 07/17/2024	10:00am-2:00pm	Schottenstein Property Group Pavilion	City Hall Naturalization Ceremony	200

Facility Rental				
Service Details	Menu	Qty	Price	Total
	10:00am / Schottenstein Property Group Pavilion / City Hall Naturalization Ceremony Facility Rental			
<b>Hourly Facility Rates</b>	Schottenstein Property Group Pavilion - Hourly (4 hours) This Rental Includes: Hospitality Suites (2) Tables and Chairs	1	\$650.00	\$2,600.00

Food				
Service Details	Menu	Qty	Price	Total
	10:00am / Schottenstein Property Group Pavilion / City Hall Naturalization Ceremony Schokko Catering			
<b>Breakfast</b>	Assorted Pastries Assortment of housemade muffins, bagels, rolls, and pastries Minimum order of 10 portions.	200	\$8.00	\$1,600.00

Beverage				
Service Details	Menu	Qty	Price	Total
	10:00am / Schottenstein Property Group Pavilion / City Hall Naturalization Ceremony Beverage Menu			
<b>Beverage Packages</b>	Coffee Station Regular and Decaf Coffee, Hot Tea	200	\$4.00	\$800.00

Beverage				
Service Details	Menu	Qty	Price	Total
	10:00am / Schottenstein Property Group Pavilion / City Hall Naturalization Ceremony Beverage Menu			
	disposeable cups Water Station Self-service water station disposeable cups	200		

Audio Visual				
Service Details	Menu	Qty	Price	Total
	10:00am / Schottenstein Property Group Pavilion / City Hall Naturalization Ceremony AV Menu			
AV Package	Usage Fee - Pavilion - Half Day Wireless Handheld Microphones (3), Lavalier Mic (3), Audio Input, Speakers, House Lights, Background Music, Power Access, Projectors (3) with Screen (1). <i>This usage fee is for events that are 6 hours or less</i>	1	\$700.00	\$700.00
AV Rental	Full Size House Staging 12'Lx16"Wx16"H (Full) 12x24 House Staging Expansion Panels Additional Rental of 4'Lx4"Wx8"H Stage Panels	1 1	\$250.00	\$250.00

Setup and Service				
Service Details	Menu	Qty	Price	Total
	10:00am / Schottenstein Property Group Pavilion / City Hall Naturalization Ceremony AV Menu			
AV Labor	A/V Technician (7 hours)	1	\$50.00	\$350.00
	Stage Labor AV Technicians to set & strike any CMA stage rental	1	\$200.00	\$200.00

Event Details				
Service Details	Menu	Qty	Price	Total
	10:00am / Schottenstein Property Group Pavilion / City Hall Naturalization Ceremony Event Details			
Event Service Labor	Event Captain (7 hours)	1	\$35.00	\$245.00
	Utility Associate (7 hours)	2	\$30.00	\$420.00
Linens	House Linens Full-length Table Linen in Black <i>2 for food table and 2 for judges table</i>	4	\$15.00	\$60.00

**CHARGES**

	<b>Charges</b>	<b>Discounts / Adjustments</b>	<b>Adjusted Charges</b>	<b>Service Charge (20 %)</b>	<b>Total</b>
CMA Catering	\$1,600.00	\$0.00	\$1,600.00	\$320.00	\$1,920.00
Non-Alcoholic Beverage	\$800.00	\$0.00	\$800.00	\$160.00	\$960.00
Facility Rental	\$2,600.00	(\$2,600.00)	\$0.00	\$0.00	\$0.00
Labor	\$1,215.00	\$0.00	\$1,215.00	\$0.00	\$1,215.00
A/V	\$950.00	\$0.00	\$950.00	\$0.00	\$950.00
External Equipment Rentals	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
<b>Totals</b>	<b>\$7,225.00</b>	<b>(\$2,600.00)</b>	<b>\$4,625.00</b>	<b>\$480.00</b>	<b>\$5,105.00</b>
			Payments Received		\$0.00
			Balance Due		\$5,105.00

<b>Deposit Due Date</b>	<b>Amount</b>	<b>Description</b>
07/04/2024	\$0.00	

To: City Auditor Megan Kilgore

From: Andrea Blevins, City Clerk 

Date: October 17, 2024

RE: Columbus Museum of Art, Final Invoice 3182-1

This invoice was delayed due to staffing changes. This will be paid via BRPO as it was appropriated via ORD2069-2024 and was passed on 7/18/24. Please process.

Our apologies for the delay.

If you have questions, please contact Kirsten Kinder, Fiscal & Grants Administrator at 614-645-2874 or [kakinder@columbus.gov](mailto:kakinder@columbus.gov).

Thank you.



SHANNON G. HARDIN, PRESIDENT | ROB DORANS, PRESIDENT PRO TEMPORE  
NICHOLAS J. BANKSTON | LOURDES BARROSO de PADILLA | NANCY DAY-ACHAUER | SHAYLA D. FAVOR  
MELISSA GREEN | EMMANUEL V. REMY | CHRISTOPHER L. WYCHE

CITY CLERK | ANDREA BLEVINS, CMC



CITY COUNCIL  
INTERNAL PURCHASE REQUISITION FORM

\*Non-Legislated Purchases Only\*

\* Must be completed

<u>Amaris Lemus</u> Requested by *	<u>6/18/2024</u> Date *
<u>Columbus Museum of Art</u>	<u>Service</u> Type of Purchase *
<u>Vendor *</u> <u>Venue rental etc for naturalization ceremony</u> Description of item needed *	<u>joy.walker@cmaohio.org</u> Vendor Email *
<u>Naturalization ceremony</u> Reason for expenditure *	<u>(614) 629-0329</u> Vendor Telephone # *
<u>to celebrate diversity and welcome new american citizens to columbus</u> Public Purpose (if food/beverage/City hosted event)	<u>6/28/2024</u> Date Needed *
<u>\$5,105.00</u> Actual / Estimated Cost *	

\*Please attach all necessary documentation to this form and allow at least three weeks to process the request\*

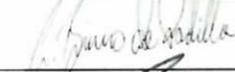
Per the City code, if the cost exceeds \$5,000.00, bids/quotes may be required from at least three vendors.

Please contact Fiscal Officer: Josh Davis @ 5-8480 or 614-887-6723 with questions.

Special Instructions or Comments:

We understand this may take time to process, however would appreciate an expedited review of the request. Coordination with both CMA and Judge Marbley's office have not been easy or quick hence the request 30 days out.

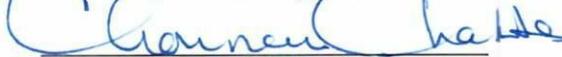
**PLEASE REMEMBER: You must receive notice from the Fiscal Officer that funds are approved and encumbered BEFORE ordering goods or services. Thank you.**

  
Council Member / Section Director Approval

06/18/24  
Date

  
Chief of Staff Approval

6/18/24  
Date

  
Fiscal Officer Approval

10/17/24  
Date

\_\_\_\_\_  
Encumbrance #

\_\_\_\_\_  
Date

**ORDINANCE ATTACHMENT**

**Template for Authorizing Appropriation**

*If fewer than three lines are needed please delete rows*

*If more than 3 lines are needed please insert rows.*

Ord Number
2069-2024

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount
1	20	2001	02	62010	1000	100018	CW001					15,000.00
2	20	2001	03	63050	1000	100018	CW001					25,000.00
3	20	2001	05	65026	1000	100018	CW001					25,000.00