



City of Columbus  
 Mayor Michael B. Coleman

**Department of Public Utilities**  
 Tatyana Arsh, P.E. Director

*City of Columbus*  
**Division of Power and Water**  
**Distribution Maintenance**

**\*\*\* MEMORANDUM \*\*\***

**TO:** Tatyana Arsh, P.E., Director

**THRU:** Richard C. Westerfield, P.E., PhD., DOPW Administrator *RCW*

**THRU:** Craig Charleston, Water Assistant Administrator *CC*

**THRU:** John Funk, Fiscal Manager, DPU Fiscal Office *JF*

**FROM:** Chris Kehlmer, Distribution Maintenance Manager *CK*

**DATE:** July 18, 2007

**RE:** Purchase of Winter Asphalt

On December 2004 the Purchasing Office established a Universal Term Contract for the purchase of winter asphalt (FL002417) with Apple-Smith Corporation. The expiration date of this contract was April 30, 2007. On February 23, 2007 the distribution maintenance section established funding from this contract via purchase order UT027184 in the amount of \$25,000.00. The personnel in the distribution maintenance section inadvertently exceeded the amount of the certified purchase order and also ordered winter asphalt from the purchase order after it had expired, thereby creating a situation in which the section purchased, received and used the winter asphalt without a certified purchase order. When the error was discovered in May 2007 the invoices totaled to \$13,586.47. A purchase order (FP014527) was issued to pay these invoices in a timely manner, however since that time additional invoices in the amount of \$6,618.52 have been presented by Apple-Smith Corporation. The total amount of all invoices is \$20,204.99.

Purchasing the winter asphalt without a certified purchase order has no defensible explanation. The distribution maintenance section personnel made an honest mistake. Management has discussed the issue with them and has stressed to them the importance of insuring that they have a certified purchase order prior to ordering material in the future.

The Distribution Maintenance section requests that the Division of Power and Water initiate legislation for the amount of \$6,618.52 to establish a purchase order with Apple-Smith Corporation to cover payment of invoices related to the inadvertent purchase of winter asphalt.

Your approval of this request would be greatly appreciated and we assure you a mistake of this nature will not occur again.

Cc: File

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