

IN THE CELINA MUNICIPAL COURT
MERCER COUNTY, OHIO



IN RE: Court Special Projects Fund

JOURNAL ENTRY

The Court hereby orders the City Auditor to pay \$13,448.43 from the Special Projects Fund 256.152.5230 for the purpose of payment to Four-U Office 1640 Industrial Drive, Celina, Ohio 45822 for the payment of conversion to sit/stand desks for the Celina Municipal Court. The Court find this to be an appropriate expenditure of Special Projects Funds.

The auditor shall process this forthwith.

R#010833

IT IS SO ORDERED.

Date: 2-23-24


A handwritten signature in black ink, appearing to be "K. Speelman", is written over a horizontal line. Below the line, the text "Judge Kathryn W. Speelman" is printed in a sans-serif font.

RECEIVED
FEB 26 2024
CELINA CITY AUDITOR

**FOUR-U OFFICE**

1640 Industrial Drive
Celina, OH 45822
(419) 586-3025 • Fax (419) 586-3235
www.four-u-inc.com

INVOICEINVOICE NUMBER **514361-00**INVOICE DATE **01 / 23 / 24**ORDER DATE **12 / 15 / 23**

BILL TO ADDRESS		SHIP TO ADDRESS			
CITY OF CELINA ADMINISTRATION 225 N MAIN STREET CELINA, OH 45822 CUSTOMER PHONE # 419.586.6464 CUSTOMER FAX # 419.586.2577		CUSTOMER NUMBER 003123 DEPT COURT	CITY OF CELINA COURT 202 N MAIN STREET CELINA, OH 45822		
CUSTOMER PURCHASE ORDER	SALESPERSON	TERMS	ROUTE	PAYCODE	ORDER TAKER
COURT	MIKE EVERMAN	50% DEPOSIT	18	STORE CHARGE	12

ITEM NUMBER	ITEM DESCRIPTION	UM	ORD QTY	SHIP QTY	B/O QTY	SELL PRICE	EXTENDED PRICE
SARA DESK	CONVERSION TO A SIT/STAND DESK	EA	1	1		981.52	981.52
MANDY DESK	CONVERSION TO A SIT/STAND DESK BASE: TWO STAGE HEIGHT ADJUSTABLE NEW LAMINATE TOP: 71 7/8" x 23 3/8" x 35 7/8"	EA	1	1		1309.34	1309.34
CHRIS DESK	CONVERSION TO A SIT/STAND DESK BASE: TWO STAGE HEIGHT ADJUSTABLE NEW LAMINATE TOP: 71 7/8" x 23 3/8" x 35 7/8"	EA	1	1		1309.34	1309.34
TAYLOR DESK	CONVERSION TO A SIT/STAND DESK BASE: TWO STAGE HEIGHT ADJUSTABLE NEW LAMINATE TOP: 71 7/8" x 23 3/8" x 35 7/8"	EA	1	1		1309.34	1309.34
PRINTER AREA	NEW TOP FOR PRINTER AREA SIZE: 35 7/8" x 23 7/8"	EA	1	1		439.56	439.56
CHRISTY DESK	CONVERSION TO A SIT/STAND DESK BASE: TWO STAGE HEIGHT ADJUSTABLE NEW LAMINATE TOP: 71 7/8" x 23 3/8" x 35 7/8"	EA	1	1		1309.34	1309.34
SAMMI DESK	CONVERSION TO A SIT/STAND DESK BASE: TWO STAGE HEIGHT ADJUSTABLE NEW LAMINATE TOP: 71 7/8" x 23 3/8" x 41 7/8"	EA	1	1		1383.20	1383.20
SECURITY DESK	DESK SIZE: 60"W x 30"D DESK RISER: 8"H STORAGE: BOX/FILE WITH OPEN SHELF, LOCKABLE W/MAIL SLOT ON SURFACE DESK HEIGHT ADJUSTABLE STORAGE PED: CUSTOM PER DRAWING GALLERY PANELS: 42" HIGH	EA	1	1		3141.96	3141.96
MFG FREIGHT	MANUFACTURER FREIGHT CHARGES	EA	1	1		404.83	404.83
D&I	LABOR CHARGES FOR PROJECT SCOPE	EA	1	1		1860.00	1860.00
SUBTOTAL							13448.43

RECEIVED**FEB 26 2024****THANK YOU FOR YOUR BUSINESS**

DELIVERY & INSTALLATION CHARGES
DELIVERY & INSTALLATION : DURING NORMAL BUSINESS HOURS, M-F 8AM-5PM
ROOMS MUST BE CLEAR OF ALL CONSTRUCTION MATERIALS &
CONTRACTOR EQUIPMENT

CELINA CITY AUDITOR

Subtotal 13448.43
Freight 0.00
SALES TAX 0.00
Tax 0.00
Total 13448.43

TO ENSURE PROPER CREDIT PLEASE DETACH THIS PORTION AND RETURN WITH PAYMENT
BE SURE CUSTOMER NUMBER IS WRITTEN ON CHECK

Please remit payment to:
FOUR-U-OFFICE
1640 INDUSTRIAL DR
CELINA, OH 45822

CITY OF CELINA
003123

Invoice # 514361-00
Total Amount Due \$13448.43