

Samuel J. Alai December 1, 2025
Samuel J. Alai, Mayor Date

Robin Parsons December 1, 2025
Attest: Robin Parsons, Clerk of Council Date

**City of Broadview Heights
Interoffice Memorandum**

To: Members of Council
From: David A. Pfaff, Finance Director *DAP*
Date: November 19, 2025
Re: Bills Resolution

In the event the City incurs an expense in excess of \$3,000.00 without the funds being previously encumbered, I am required to present the invoice(s) to Council for approval along with my certification that the funds were available and lawfully appropriated at the time the expense was incurred.

Attached is the invoice No. 9737 in the amount of \$3,237.50 from Luther Farms for services provided during Fall Fest in September. The funds for this purchase were not properly encumbered (certified) prior to the services being provided, as required by ORC 5705.41(D).

Please let me know if you have any questions.

cc: Sam Alai, Mayor

LUTHER FARMS
 5245 ALGER ROAD
 RICHFIELD, OH 44286

Invoice

DATE	INVOICE #
11/11/2025	9737

BILL TO	SHIP TO
CITY OF BROADVIEW HTS	CITY OF BROADVIEW HTS

DUE DATE	P.O. NUMBER
11/21/2025	

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
hayride	fall fest hayride 9-27-25	3	100.00	300.00
cornstalks		125	4.00	500.00
Straw		75	8.00	600.00
pumpkins	pie pumpkins	750	1.75	1,312.50
mums		35	15.00	525.00

RECEIVED
 CITY OF BROADVIEW HEIGHTS
 NOV 19 2025

Dept Approved: 
 Date: 11/19/25 PO # TBD

I DO HEREBY CERTIFY THERE ARE (AND WERE AT TIME OF RENDERING OF SERVICES) SUFFICIENT FUNDS LAWFULLY APPROPRIATED OR IN THE PROCESS OF COLLECTION TO SUPPORT THE PROVIDED SIGNATURE REFERENCED IN THE ATTACHED DOCUMENTS.



Thank you for your business!

Subtotal	3,237.50
0% Tax	0.00
Total():	3,237.50
Balance Due	3,237.50