

**TO:** Finance and Administration Committee  
Board of Commissioners

**FROM:** Chris Witmer, Accountant

**DATE:** July 11, 2019

**RE:** Approval of July 11, 2019 Adjustments List  
To be ratified at the Board of Commissioners' meeting on July 16, 2019

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**BACKGROUND**

Enclosed is the July 11, 2019 Adjustments List. In the final review of Invoice Lists dated 06-14-19, 06-21-19, 06-28-19 & 07-05-19 the following inaccuracies were identified and corrected before printing checks. Included in this document are invoices that have been adjusted and need final Board approval.

Questions regarding the Adjustments List may be directed to Chris Witmer at [cwitmer@isabellacounty.org](mailto:cwitmer@isabellacounty.org) or (989)-317-4227.

**ADJUSTMENTS**

**June 14, 2019 Invoice List**

<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Page</u></b>	<b><u>Description</u></b>
Gordon Food Service	\$ -	n/a	Invoice added \$3,582.74 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$154.68 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$29.40 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$125.55 for early payment discount
Granger	\$ 6,702.75	8	Invoice decreased to \$3,102.75 for incorrect invoice amount

**June 21, 2019 Invoice List**

<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Page</u></b>	<b><u>Description</u></b>
Gordon Food Service	\$ -	n/a	Invoice added \$3,647.33 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$416.93 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$312.82 for early payment discount
CM Rubber Technologies, Inc.	\$ 165.60	14	Invoice decreased to \$165.50 due to entry error
Mid Michigan Pest Control	\$ 27.00	14	Invoice increased to \$80.00 due to entry error
Sumner County Sheriff Dept.	\$ -	n/a	Manual check for process server

**June 28, 2019 Invoice List**

<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Page</u></b>	<b><u>Description</u></b>
Gordon Food Service	\$ -	n/a	Invoice added \$96.74 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$3,712.24 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$372.08 for early payment discount

**July 5, 2019 Invoice List**

<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Page</u></b>	<b><u>Description</u></b>
Gordon Food Service	\$ -	n/a	Invoice added \$3,187.67 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$462.13 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$240.12 for early payment discount
Lori May Sherman	\$ 17.32	9	Invoice decreased to \$2.32, no jury fees to employees
Office Depot	\$ 2.79	26	Invoice decreased to \$2.43 due to sales tax
Ryan Martin	\$ 60.32	4	Invoice voided, wrong vendor

**RECOMMENDATIONS**

Approve the July 11, 2019 Adjustments List as presented above.