

Brown, Rochelle

From: Genesee BSA <geneseebsa@geneseecountymi.gov>
Sent: Friday, December 5, 2025 12:04 PM
To: Brown, Rochelle
Subject: Purchase Order Batch Email 12/05/2025 12:02 PM
Attachments: PurchaseOrder_25-03587.pdf

Number of items in this batch: 2

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Message Number: 1
Message Date: 12/05/2025 12:01 PM
Subject: BSA Purchase Order: Requisition #'25-03665 Converted to PO #'25-03587'.
Message:

A requisition has been converted into a purchase order.

Purchase Order Number: 25-03587
Purchase Order Post Date: 12/05/2025
Purchase Order Amount: 3,747.00
Purchase Order Vendor Name: YES GROVELAND MANOR LLC

Requisition Number: 25-03665
Requisition Entered By: SEPANA1R

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Message Number: 2
Message Date: 12/05/2025 12:00 PM
Subject: BSA Purchase Order: Requisition '25-03664' Approval Requested. (Due to Denial)
Message:

[Click here to approve](#)

The requisition '25-03664' has been denied from a higher approval level and requires your approval.

Requisition Number: 25-03664
Requisition Date: 12/05/2025
Requested By:
Requested Amount: 1,961.00
Requested Description: ICLE - LEGAL SUBSCRIPTION AND BOOKS
Requested Vendor Name: REGENTS OF THE UNIVERSITY OF MICHIG
Requested Approval Level: REQ. CREATED
Brief Reason: VENDOR OVER \$30,000 NEED BOARD APPROVAL