

RQ 77854
PD 9/20/24
CK V525714
VN 103616

PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: 8/22/23
DEPARTMENT: Office of Economic Development
VENDOR: 103161 - R.G Concrete & Construction

DEPT DIRECTOR/
MGR SIGNATURE: Valerie Pranta DATE: 8/22/24

Amount of Invoice: \$22,196.00 **Invoice Date:** 08/03/24

The attached request for disbursement does not appear to be in compliance with County Purchasing Policy, for the following reason:

This invoice is for the completed concrete work at the WWII Veteran's Memorial, a Purchase Order should have been completed but was inadvertently not processed. Moving forward, any purchases that cannot be expensed via p-card will have a purchase order created for that expense.

Please forward all documentation with this form attached, and letter of explanation, to the Chief Procurement Officer.

TO: CHIEF PROCUREMENT OFFICER
Please review, and upon approval, forward to County Administration.

Carl Rosset - Jmt Date: 8/27/2024

Resolution: Approved.

To process this disbursement, the request must be approved by the County Administrator.

TO: COUNTY ADMINISTRATOR
Please review, and upon approval, forward to the Finance Department for processing.
APPROVED FOR PAYMENT:

COUNTY ADMINISTRATOR (or designee): [Signature]
DATE: _____

APPROVED FOR PAYMENT:
FINANCE DIRECTOR/
ASST. FINANCE DIRECTOR **APPROVED**
By Joshua Stringfellow at 8:25 am, Sep 16, 2024 Date: _____

HERNANDO COUNTY
OFFICE OF ECONOMIC DEVELOPMENT-INTEROFFICE MEMORANDUM

TO: CARLA ROSSITER-SMITH, CHIEF PROCURMENT OFFICER
FROM: VALERIE PIANTA, ECONOMIC DEVELOPMENT DIRECTOR
SUBJECT: PURCHASING POLICY EXCEPTION REQUEST FOR
NON-PO REQUEST 77175 RG CONCRETE & CONSTRUCTION
DATE: 8/22/2024

Recent concrete work completed by RG Concrete & Construction at the WWII Memorial was inadvertently submitted for payment by check request rather than by a purchase order. This was done in error and in the future, all payments that cannot be expensed by a p-card will have a purchase order issued.

I respectfully request the approval of the purchasing exception request to allow payment to RG Concrete be made by check request.



Concrete & Construction Services LLC

122 E Main St suite #147
Lakeland FL 33801

DATE: August 3, 2024

Invoice: #10299

Date Started: June 24, 2024

Date Ended: July 20, 2024

Job Number:

Purchase Order #:

Job Description Concrete work

Bill To: Valerie Pianta
Hernando County BOCC
15631 Aviation Loop Dr
Brooksville, FL 34604

Job Address: *BKV Regional Airport*
15800 Flight Path Dr
Brooksville, FL 34604

DESCRIPTION	AMOUNT
INVOICE	
- Wall foundation 77'-0"x12"x30"	
- 8" CIP wall	
- Propeller monument 4'-0"x6'-0"x12"	
- Furnish: **Form boards, **Equipment, **Reinforced rebar, **Labor	
Total	22,196.00

Make all checks payable to R. G. Concrete & Construction Services LLC

payment terms is 30 days of job final invoice

If you have any questions concerning this invoice, contact Margarito Rosales | 863-978-3966

Or Miguel Rosales | 863-978-3217

THANK YOU FOR YOUR BUSINESS!

Approved

AW

*Acct: 56006301
Vendor: 1036116
Req # 77175*

*Valerie M Pianta
8/7/2024*

