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: Valeul 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.
ASSES AND SECURITION OF THE PROPERTY OF THE PR
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 Ross - Note: 8/27/2024
Resolution: Approved.
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): DATE:
APPROVED FOR PAYMENT: FINANCE DIRECTOR/ ASST. FINANCE DIRECTOR 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.



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

Hernando County BOCC 15631 Aviation Loop Dr

Brooksville, FL 34604

Bill To: Valerie Pianta

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

North 200 \$ 17175

Valene M Piantos 8/7/2024

HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS **CHECK REQUISITION** ORIGINATING DEPARTMENT: Airport - Brooksville Tampa Bay Regional (BKV) Vendor Name: R.G Concrete & Construction Services, LLC Address: 122 E Main St Vendor #: 103616 Address: Suite #147 33801 FL City/St/ZIP Lakeland Description **Account Title Project Code** Amount Invoice Number Invoice Date Department **Account Number** Improvement - Other BKVGBM 22,196.00 Gunnery Backstop Foundation 8/3/2024 01771 5606301 10299 22,196.00 TOTAL Comments Invoice is for the construction of the wall foundation for the Gunnery Backstop Memorial Project located on BKV property. All funds and/or donations have been made by the sponsers of this project. 8/7/2024 Prepared by: Madison Brannon Revised 9/2013