


PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: 12/13/2024
DEPARTMENT: 01421 Animal Services
VENDOR: 4080 Hernando County Fair Association

DEPT DIRECTOR/
MGR SIGNATURE:  DATE: 12/30/2024

Amount of Invoice: \$150.00 **Invoice Date:** 9/3/2024

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

Invoice for rental of (1) Family Living Building on Fairground property for (1) day (7/1/2024) for the boarding of several dogs for an AEO case. Rate: \$150/day. Invoice received on 12/13/2024 from vendor. Corrected invoice received on 12/30/2024. Services received during last fiscal year. Rental of building required due to lack of sufficient space at HCAS facility for the large # of dogs.

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.

 Date: 12/31/24

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: 12/31/24

APPROVED FOR PAYMENT:
FINANCE DIRECTOR/
ASST. FINANCE DIRECTOR  Date: _____

Hernando County Fair Assoc

P.O. Box 10456
Brooksville, FL 34603
352-796-4552 fax 352-799-2842

Rental Agreement

Date	Invoice Number
9/3/2024	3666

Bill To
Hernando County Animal Services James Terry 19450 Oliver St. Brooksville, Fl 34601

Agreement #	Event Start	Event End
	7/1/2024	7/1/2024

Quantity	Description	Price Each	Amount
1	Family Living Building 1 day @ \$150.00/day (1) Family Living Building rental	150.00	150.00
Total			\$150.00
Balance Due			\$150.00