

PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: 6/27/23
DEPARTMENT: Fleet Management
VENDOR: Alan Jay

DEPT DIRECTOR/
MGR SIGNATURE: *Brude Reshel* DATE: 6/27/23

Amount of Invoice: \$41,198.00 **Invoice Date:** 6/23/23

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

Vehicle delivered before purchase order was issued. Instructed Alan Jay not to deliver before purchase order issued but delivered anyway when delivering an additional vehicle.

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.

Carle Ross - date Date: 6/28/23

Resolution: Approved per department/finance coorespondance, attached.

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): *J. Scott*
DATE: 6/28/23

APPROVED FOR PAYMENT:
FINANCE DIRECTOR/
ASST. FINANCE DIRECTOR *Frances Pioszak* Date:

APPROVED
By Frances Pioszak at 3:27 pm, Jun 28, 2023