

PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: 10/4/22
DEPARTMENT: Airport
VENDOR: M&G Lawn Service, LLC

DEPT DIRECTOR/
MGR SIGNATURE: Valerie Penta DATE: 10-4-2022

Amount of Invoice: 2,920.⁰⁰ Invoice Date: 9/8/22

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

The BOCC approved the contract with M&G Lawn Service, LLC in August. However, a purchase order was never created. We did not realize that a purchase order was not created until the invoice was received. Because it was so late in the fiscal year it was decided to pay the remaining invoices for the with a credit card. However, this invoice was higher then anticipated and could not be paid with a p-card. A purchase order will be issued w/ the new fiscal year.
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.

Cash Ross - State Date: 10/05/2022

Resolution: Upon BOCC approval of term contracts the procurement department emails the designated department personnel all supporting approval documentation to support the purchase order requisition. It is then the responsibility of the department to initiate the purchase order requisition. It is understood that this was a single incident oversight by the dept. & the procurement dept. will provide training on the aforementioned practice upon request of dept. management. If repeat offenses occur the procurement dept. will initiate mandatory training for personnel designated by department management. The M& G contract No. 22-T00034, was approved by the BOCC on 6/28/2022.

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: 10/6/22

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

APPROVED
By Frances Pioszak at 3:26 pm, Oct 10, 2022

