

RQ62553  
PD 5/26/23  
CK 268158  
VN 95485

# PURCHASING POLICY EXCEPTION FORM

DATE: 05/05/2023

FROM: DEPARTMENT: ANIMAL SERVICES

VENDOR: FOR FOUR ACRES LODGE

DEPT DIRECTOR/  
MGR SIGNATURE:  DATE: 5-10-23

Amount of Invoice: \$3,920.00 Invoice Date: 02/10/2023

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

A small one-time purchase should not exceed \$2,500.00 purchasing threshold without obtaining three vendor quotes.

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


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

5/15/2023 Carl Rosst - Jute Date: 5/15/2023  
Resolution: Approved, per department memo and notated reason.

**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: 5/17/2023

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

**APPROVED**  
By Frances Pioszak at 12:55 pm, May 20, 2023



## DEPARTMENT OF COMMUNITY SERVICES

ANIMAL SERVICES

19450 OLIVER STREET ♦ BROOKSVILLE, FLORIDA 34601  
P 352.796.5062 ♦ F 352.796.3746 ♦ W www.HernandoCounty.us

# MEMO

TO: Toni Brady, Director of OMB and Chief Procurement Officer

From: TJ Armstrong, Shelter Coordinator

Subject: Purchasing Policy Exception

Date: May 5, 2023

Animal Services obtained Emergency Purchase Order 23000546 to remove and install new insulation in the ceiling of our dog kennels. This required removing our animals and boarding them offsite.

Due to the time necessary and the large number of animals requiring boarding, the boarding cost exceeded the small one-time purchasing threshold of \$2,500.00. Three quotes were not obtained from three separate vendors at the time of the request for the Emergency Purchase Order as there are a limited number of kennel/boarding facilities available in Hernando County, it was also unknown that the total cost of boarding would exceed the \$2,500.00 threshold. For Fours Acres Lodge was the only facility available, on short notice, that could house the large number of animals for amount of time needed to complete the install of the new insulation.

*Reviewed/Approved @ department.*  
*J. Terry [Signature] 5-10-23*

62553

For Fours Acres Lodge  
4444 Raines Rd  
Brooksville, FL 34604  
(352) 796-2441  
forfoursbill@hotmail.com  
www.forfours.com



# INVOICE

**BILL TO**  
Hernando Co Animal  
Services  
15470 Flight Path Dr  
Brooksville, FL 34604

**INVOICE #** 23-0228  
**DATE** 02/10/2023  
**DUE DATE** 02/10/2023

DATE	DESCRIPTION	AMOUNT
02/09/2023	Pet Boarding - 14 rescue animals @ \$20/day	280.00
02/10/2023	Pet Boarding - 14 rescue animals @ \$20/day	280.00
02/11/2023	Pet Boarding - 14 rescue animals @ \$20/day	280.00
02/12/2023	Pet Boarding - 14 rescue animals @ \$20/day	280.00
02/13/2023	Pet Boarding - 14 rescue animals @ \$20/day	280.00
02/14/2023	Pet Boarding - 14 rescue animals @ \$20/day	280.00
02/15/2023	Pet Boarding - 14 rescue animals @ \$20/day	280.00
02/16/2023	Pet Boarding - 14 rescue animals @ \$20/day	280.00
02/17/2023	Pet Boarding - 14 rescue animals @ \$20/day	280.00
02/18/2023	Pet Boarding - 14 rescue animals @ \$20/day	280.00
02/19/2023	Pet Boarding - 14 rescue animals @ \$20/day	280.00
02/20/2023	Pet Boarding - 14 rescue animals @ \$20/day	280.00
02/21/2023	Pet Boarding - 14 rescue animals @ \$20/day	280.00
02/22/2023	Pet Boarding - 14 rescue animals @ \$20/day	280.00

Pet Boarding - 14 rescue animals	<b>SUBTOTAL</b>	3,920.00
	<b>TAX</b>	0.00
	<b>TOTAL</b>	3,920.00

Recd.

BALANCE DUE

**\$3,920.00**



## Procedure for the processing of violations to Purchasing Policy 040D

### Scenario 1:

#### **When the department recognizes that a purchase was made in violation of the Purchasing Policy**

The department will print the Purchasing Policy Exception form from EICE. The department will complete the top of the form; the department director/manager will sign and date the form. The department will prepare a letter of explanation to explain the reason(s) for the violation.

The completed form, the letter of explanation, the payment request along with supporting documentation will be sent to the Chief Procurement Officer for review and signature.

The Chief Procurement Officer will forward the entire package to the County Administrator for review and signature.

The County Administrator will forward the entire package to Finance for review and signature.

The entire package will be forwarded to Accounts Payable.

Accounts Payable will record the violation in the Purchasing Policy Exception log.

Accounts Payable will process the documents for payment.

### Scenario 2:

#### **When the department does not recognize that a purchase was made in violation of the Purchasing Policy**

A payment request is received in Accounts Payable for processing and payment. That payment will be flagged as a possible violation of the Purchasing Policy. A determination will be made by the Finance department, along with input from the Chief Procurement Officer if necessary, according to the guidelines set forth in the Purchasing Policy XXX.

If a determination is made that a violation exists, the entire payment packet will be returned to the requesting department with instructions that a violation exists.

The department will print the Purchasing Policy Exception form from EICE. The department will complete the top of the form, the department director/manager will sign and date the form. The department will prepare a letter of explanation to explain the reason(s) for the violation.

The completed form, the letter of explanation, the payment request along with supporting documentation will be sent to the Chief Procurement Officer for review and signature.

The Chief Procurement Officer will forward the entire package to the County Administrator for review and signature.

The County Administrator will forward the entire package to Finance for review and signature.

The entire package will be forwarded to Accounts Payable.

Accounts Payable will record the violation in the Purchasing Policy Exception log.

Accounts Payable will process the documents for payment.