

RQ: 57211
PD: 10/07/22
FY: 22
CK: 262044
VN: 20899

PURCHASING POLICY EXCEPTION FORM

DATE: 09/22/2022

FROM: _____
DEPARTMENT: HCFES

VENDOR: Life Scan Wellness Centers (Pre-Employment Health Exams)

DEPT DIRECTOR/
MGR SIGNATURE: _____ DATE: April 12-12, 2021

Amount of Invoice: \$3,250.00 Invoice Date: 5/7/2021

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

On September 21, 2022, Hernando County Fire and Emergency Services received an e-mail from Life Scan Wellness Centers that they had not been paid for an invoice dated May 7, 2021. In speaking with their office, the invoice had originally been sent to an employee who retired in February 2021 and Life Scan Wellness Centers has not followed up on the unpaid invoice until now.

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.

S. Pomm Date: 9/22/2022

Employee retired. Vendor sent original to employee email.

To process this disbursement, the request must be approved by the County Administrator.

Vendor has been updated.

TO: COUNTY ADMINISTRATOR
Please review, and upon approval, forward to the Finance Department for processing.

APPROVED FOR PAYMENT:

COUNTY ADMINISTRATOR (or designee): Jobyck Phillips
DATE: 9/23/22

APPROVED FOR PAYMENT:

FINANCE DIRECTOR/
ASST. FINANCE DIRECTOR: Frances Prosz Date: 10/25/22



DEPARTMENT OF PUBLIC SAFETY
FIRE & EMERGENCY SERVICES

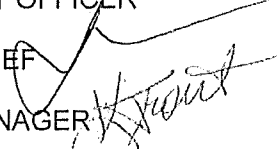


15470 FLIGHT PATH DRIVE † BROOKSVILLE FLORIDA 34604

P 352.540.4353 † F 352.540.4355 † W www.HernandoCounty.us

TO: TONI BRADY, CHIEF PROCUREMENT OFFICER

VIA: JAMES BILLOTTE, INTERIM FIRE CHIEF

FROM: KELLY TROUT, HCFES FINANCE MANAGER 

DATE: SEPTEMBER 21, 2022

SUBJECT: PURCHASING POLICY EXCEPTION

On September 21, 2022 Hernando County Fire and Emergency Services received an e-mail from Life Scan Wellness Centers that they had not been paid for an invoice dated May 7, 2021. In speaking with their office, the invoice had originally been sent to an employee who retired in February 2021 and Life Scan Wellness Centers has not followed up on the unpaid invoice until now.

HCFES is requesting payment to Life Scan Wellness Centers in the amount of \$3,250 for pre-employment physicals for five employees. Please charge to 1691-02491-5304965, Fees/Costs-New Hires.

Life Scan Wellness Centers

Invoice

Life Scan Wellness Centers
 1011 N. Macdill Avenue
 Tampa, FL 33607
 (813) 876-0625

Customer Information

Customer: Hernando Co. Fire
Address: 21030 Cortez Blvd.
City State Zip: Brooksville, FL 34601
Phone Number: (352) 754-4830
Contact: Chief James Billotte
Email: jbillotte@co.hernando.fl.us

Date: 5/7/2021
Pre-Employment:
 Malley, Claire
 Randall, Nathan
 Sapp, Robert
 Sawyer, Richard
 Vogel, William

Comments or Special Instructions:

Attn: Accounts Payable

					TERMS
					Due on receipt
	Date of Service:		April 12 - 13, 2021		

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
5	Wellness Exams	\$395.00	\$1,975.00
5	Hepatitis C	\$55.00	\$275.00
5	Hep B titer	\$25.00	\$125.00
5	PPD	\$10.00	\$50.00
5	Chest X-Ray	\$65.00	\$325.00
5	Lumbar X-Ray	\$65.00	\$325.00
5	Drug Test	\$35.00	\$175.00
0	MRO	\$100.00	\$0.00

SUBTOTAL	\$3,250.00
TAX RATE	
SALES TAX	-
SHIPPING & HANDLING	-
TOTAL	\$3,250.00

APPROVED FOR PAYMENT: _____